

## POSITION DESCRIPTION

Accounts Payable Officer  
(POS 1819)

<b>Directorate:</b>	City Corporate	<b>Department:</b>	Financial Services
<b>Position Grade:</b>	Grade 9	<b>Reports to:</b>	Accountant (Financial Operations)
<b>Last review:</b>	January 2019	<b>Next review:</b>	<b>Version No.:</b> 1.0

### Organisation purpose:

Liverpool City Council is rapidly transforming to lead the Liverpool Community through a period of immense change and growth. The Liverpool Community Strategic Plan, *Our Home, Liverpool 2027*, provides a focus on working collaboratively with residents and stakeholders to ensure their present and future priorities and goals are realised. Through a four-pronged strategic vision of *Creating Connection, Leading through Collaboration, Generating Opportunity and Strengthening and Protecting our Environment*, Council aims to deliver both innovative and practical services to its community.

### Position purpose:

Provide Accounts Payable Services to a client group of Directors, Managers, Co-ordinators and support staff in an efficient manner.

Proactively engage and provide expert advice, coach and partner with nominated client groups on supplier invoicing and payment related matters.

Build productive relationship with key stakeholders including suppliers to meet Council's payment obligations.

### Key accountabilities/responsibilities:

1. Effectively coordinating with a nominated client group of Directors, Managers, Coordinators and support administration staff to efficiently operate Accounts Payable function. This includes:
  - Ensuring payments for goods and services are made in accordance with Councils policies and procedures, suppliers trading terms, and Security of Payment Act (NSW) 1999;
  - Reviewing invoices for appropriate documentation and approval/ authorisation prior to payment;
  - Performing vendor master file maintenance in Tech One;
  - Prioritising invoices for payment according to discount potential and payment terms;
  - Ensuring invoices are assigned to accurate Service Delivery Units;
  - Accurately processing and validating invoices using OCR systems;
  - Processing EFT/ Cheque payments in TechOne AP module;
  - Preparing and loading funds transfer files to Council's banking portal;
  - Recording of invoices and supporting documents in Council's corporate systems;
  - Attending and responding to payment related enquiries.
2. Proactively working with vendors and responsible Council staff to resolve outstanding payment matters including reconciling monthly statements.
3. Collaborating with Tax Compliance Finance Staff to:
  - Acquire and broaden knowledge and understanding of Goods & Services Tax (GST) and Fringe Benefit Tax (FBT) Legislations;
  - Ensure that any GST paid by Council is appropriately processed for correct input tax credits claim;
  - Identify payments to or for staff that may require disclosure as a Fringe Benefit.
4. Application administrator for Credit Card Expenditure Management System involving loading transactions, reviewing supporting documentation, following up on un-acquitted transactions, provision of appropriate user training, generating monthly reports and disseminating same to all internal stakeholders.

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5. Proactively work with TechOne Consultants, IT Experts and external service providers to implement add-on payment security systems (EFTSure), and accessing invoices/ bills on-line such as the Utilities Management System;
6. Effectively manage Council's central Petty Cash Float;
7. Responding to internal and external audit testing procedures, including appropriate assistance in the financial year end process;
8. Championing amongst the client group for adherence to Council's accounts payable policy and procedures.

**Decisions made in the position:**

The role:

- 1) Carries sufficient level of autonomy in setting own priorities in alignment with the objectives and deliverables of the Accounts Payable team;
- 2) Maintains a degree of independence to develop a suitable approach in managing the workload;
- 3) Determines own actions undertaken within Council policies and operational procedures
- 4) Does not have any formal delegation of authority

**Decisions referred:**

The role as necessary consults and/or refers to senior finance staff on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that impacts on level of service delivery.

**Key issues/challenges:**

- 1) Processing a large volume of AP transactions within tight timeframes in a complex business environment;
- 2) Maintaining a detailed and current knowledge of Council's internal control policies and procedures as they relate to procurement and expense management;
- 3) Keeping abreast of changes to GST, FBT and other Legislation
- 4) Fostering business partner relationship to optimise service delivery
- 5) Demonstrating vigilance to detect and prevent fraudulent/ scamming activities
- 6) Maintaining up-to-date knowledge of new developments and best practice procedures to improve service delivery on a continuous basis.

**Key working relationships:**

- |   |   |
|---|---|
| • CEO, Directors, Managers              | • Council's bank (Commonwealth Bank of Australia) |
| • Supervisors/Coordinators/Team Leaders | • NSW Audit Office                                |
| • Finance Staff                         | • External Goods & Services Providers             |

**POSITION SPECIFICATION**

*This section needs to be addressed in any application for this position.*

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

**ESSENTIAL CRITERIA**

**Qualifications/Licences**

- Certificate/ Diploma level qualification in Accounting or Equivalent

**Experience**

- Accounts payable experience in a medium to large organisation
- Demonstrated ability to deal with high volume transaction process and complex financial information
- Demonstrated experience using large financial information systems

**Knowledge and Skills**

- Comprehensive knowledge and understanding of Accounts Payable function and related procedures
- Capacity to build productive relationships with varying levels of seniority
- Demonstrated ability to recognise and report misconduct, fraudulent or inappropriate behaviour
- Proven ability to communicate with key stakeholders in an engaging manner
- Demonstrated ability to take initiative and responsibility for delivering high quality customer focused services
- Intermediate to advanced level MS Excel skills
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

**DESIRABLE CRITERIA**

**Qualifications/Licences/Experience/Knowledge and Skills**

- Experience in local government industry
- Demonstrated experience in using Technology One Financial System

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**