
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

TITLE:	Administration Officer – Creditors
AWARD:	Queensland Local Government Industry Award (Stream A) - State 2017
SECTION:	Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
DESCRIPTOR	Administrative
CLASSIFICATION:	Level 2
DEPARTMENT:	Corporate and Community
BRANCH:	Finance and Administration
LOCATION:	Bedourie

1.0 POSITION OBJECTIVE

To undertake core aspects of Council's financial operations

2.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- High level skills in MS Office suite including Word, Excel and Outlook.
- High level numeracy skills.
- Well-developed time management skills and ability to meet deadlines.
- Ability to work as a team member and contribute to team outcomes
- Ability and willingness to learn.
- Ability to be flexible, reliable, honest and committed.
- Attention to detail

b) Knowledge

- Advanced knowledge of Councils finance systems
- Sound knowledge of accounting practices including accounts payable, cash receipting, procurement and banking procedures
- Council's policies and procedures or a demonstrated ability to learn

c) Experience and/or qualifications

- Certificate III Business Administration or related finance/accounting discipline would be highly regarded.
 - Minimum one (1) to three (3) years' experience in a similar role in a large multi-disciplinary organisation undertaking accounts payable processing would be highly regarded.
 - Current C class license
-

3.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Perform end to end processing of Finance tasks in Synergy Soft as required including but not limited to Creditors, Receipting, in accordance with adopted policies and procedures;

- 2) On a daily basis match creditor's invoices to purchase orders ensuring a high level of accuracy processing a large volume of transactions. Assess all invoices to ensure they are valid and approved for payment and follow Council protocols escalating any disputed invoices to Finance Coordinator.
- 3) Ensure all tax invoices are assessed for validity maintaining all GST transactions are processed correctly and supported by a creditor registered for GST.
- 4) Creation of the payment file – this includes checking source documents and necessary approvals prior to the bank upload of the payment file.
- 5) Build effective relationships with colleagues to ensure they understand their responsibility with respect to maintaining timely supplier payments supporting them to ensure invoices are paid within agreed terms.
- 6) Ensure timely and accurate data entry and undertake monthly supplier statement reconciliations within timeframes set by the Finance Coordinator. Undertake the reconciliation of complex supplier statements and processing of creditor invoices for large suppliers including but not limited to Ergon Energy and Telstra.
- 7) Ensure open purchase order reconciliation is performed monthly and provided to Finance Coordinator.
- 8) In conjunction with Finance Coordinator ensure that all supplier master files in Synergy Soft are accurate, and request updates from suppliers to update Synergy Soft master files in a timely manner.
- 9) Provide advice and respond to creditor and inter-departmental enquiries on a broad range of accounts payable matters maintaining a high level of customer service at all times
- 10) Assist in reconciliations of Councils ledgers with our extended entities eg. Birdsville Caravan Park, VIC centres;
- 11) Prepare Audit documentation as required;
- 12) Assist in the development and implementation of Councils Financial policies and maintenance of associated forms and procedures;
- 13) Provide support and assistance to Managers and team members as required;
- 14) Assist with prompt responses to customer requests/enquiries and project a helpful, polite and positive image of the Council and its staff;
- 15) Perform other tasks as directed.
- 16) Maintain Council Business confidentiality at all times

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

4.0 KEY SELECTION CRITERIA

- 1) Previous experience and/or training in accounting or bookkeeping including creditors processing
- 2) Demonstrated ability in the use of computer based accounting systems specifically Synergy Soft
- 3) Demonstrated ability to keep accurate and complete accounting records
- 4) Demonstrated ability to use formulas for basic accounting based calculations
- 5) Demonstrated ability in the use of MS Office suite with an emphasis on Excel
- 6) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner
- 7) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm
- 8) Demonstrated commitment to Workplace Health and Safety policies and procedures
- 9) Current Queensland 'C' Class Drivers Licence

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

5.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK		
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs	<input checked="" type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs	<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs	<input type="checkbox"/>

WORK ENVIRONMENT											
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE					
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Heat / Humidity	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION								
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs								
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS					
This job may include:											
Standing/Walking		Sitting		Driving		Hearing		<input type="checkbox"/>	Foot Movement		<input type="checkbox"/>
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	Depth Perception		<input type="checkbox"/>	Fine Manipulation		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling		<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity		<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs				Simple Grasping		<input type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs						

6.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Finance Coordinator

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

7.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

8.0 APPROVALS

Reviewed by: Michelle O'Toole
Finance Coordinator

Approved by: Leon Love
Chief Executive Officer

Signed: _____

Date: ____/____/____

I, **[Name]** have read and understood this Position Description Administration Officer - Creditors and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ___/___/___