



## DEPARTMENT OF TREASURY AND FINANCE

### POSITION DESCRIPTION: SENIOR ACCOUNTS PAYABLE OFFICER (ASO3)

#### ORGANISATIONAL CONTEXT

##### Organisational Role

The [Department of Treasury and Finance](#) supports the Government's key economic, social and financial policy outcomes through the provision of advice and coordination of resource allocation for Government programs. The Department also provides financial and support services to the Government and the community, covering asset and liability management, collection of state taxes, insurance, superannuation, strategic procurement, contract management and vehicle fleet management.

Our values statement clearly identifies how our people will behave to support the strategic direction of the Department. This information is clearly identified in the Department's [Corporate Plan](#).

##### Business Unit Role

[Shared Services SA](#) will deliver corporate and business services more efficiently to all government portfolios. The shared services entity will consolidate and improve the delivery of internal administrative services by developing simpler, faster, more robust and efficient processes and systems.

Our values (Honesty, Team Spirit, Trust, Boldness and Respect) dictate the way we interact with each other, with our Clients and guide the way that we make decisions. They form the fabric of our culture, permeating every aspect of our organisation.

#### ROLE OF ACCOUNTS PAYABLE OFFICER

##### Purpose

The Senior Accounts Payable Officer is accountable to the Team Leader, Accounts Payable for the preparation and payment of accounts and claims that result in the efficient and effective payment for goods and services received. The Senior Accounts Payable Officer will be required to assist with processing of invoices and claims for payment for goods and services received, control of creditor accounts, preparation and data entry of accounts for payment.

##### Special Conditions

###### Work Status

Incumbents must hold current Australian work eligibility status and may be subject to a criminal history check.

###### Location:

Adelaide Metropolitan

###### Qualifications

Not Applicable

###### Out-of-hours work

May be required

###### Travel

Intrastate and interstate travel may be required

###### Performance Management

Incumbents are required to participate in the Shared Services SA Performance Management Program

## **Reporting and Working Relationships**

The Senior Accounts Payable Officer is accountable to the Team Leader, Accounts Payable. The Senior Accounts Payable Officer must work as part of the wider Shared Services SA organisation team and liaise with appropriate staff within Shared Services SA and service receiver agencies assisting the Team Leader in leading and directing staff to ensure the responsibilities of the accounting unit are met.

### **The Senior Accounts Payable Officer will:**

- Maintain a high level of customer service in accordance with Service Level Agreements and provide consistent, timely and accurate delivery of accounts payable services to clients through managing and conducting daily operational activities.
- Contribute to the operation and integrity of the departmental accounts payable system and ensure accounts payable functions are delivered effectively and efficiently for clients.
- Provide support to the team leaders in training and providing guidance to accounting staff to optimise performance including assisting in monitoring workloads to ensure timely completion of accounts payable activities.
- Conduct regular reviews of policies and procedures to identify issue or provide improvement to current procedures and systems and continually review and update the process of accounts payment to ensure that it meets Auditor requirement and is achieved with maximum efficiency.
- Ensure all goods and services ordered are received and the authority used for the purchase, complies with government legislation and local policies before processing payments of accounts.
- Undertake a range of operational activities associated with accounts payable including providing an escalation point for complex queries, providing advice to clients and vendors, creditor file maintenance, monthly reconciliations, invoicing and claims management and other relevant duties as required.
- Ensure system jobs are scheduled in accordance with set timeframes and required checks have been completed, scheduling Masterpiece accounts payable batch processing and scheduling accounts payable cheque processing and coordinating disbursements.
- Maintain the records of accounts payable by filing all source documents and system generated reports, and prepare reports and other documentation for management when requested.

### **TECHNICAL OR EXPERT KNOWLEDGE/EXPERIENCE**

*(Candidates should address the following points as part of their application).*

- Demonstrated ability to work effectively either as an individual or member of a team and relate effectively with staff on all levels
- Demonstrated ability to communicate, both orally and in writing, in a clear and concise manner
- Demonstrated ability to quickly learn new information, processes and procedures
- Good numeracy skills, attention to detail and accuracy
- Demonstrated ability to meet deadlines, determine priorities and organise work to meet objectives and identify and deal with problems
- Experience in the use of Microsoft Office suite of products

### **DESIRABLE KNOWLEDGE/EXPERIENCE**

- Experience in processing accounts payable, general ledger transactions within the GST environment
- Experience in the use of financial systems (e.g. Masterpiece, Working Systems)
- Knowledge of GST and how transactions processed through accounts systems must be treated under the GST environment