



Position Description

Position Title	Accounts Payable Officer
Directorate	Corporate Services
Reports to	Chief Financial Officer
Date of Job Description	16/10/2024
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full-Time Ongoing, Subject to Funding
Salary	This position is classified as Band 2 – Admin Officer, with a salary range of \$62,783 - \$83,970, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives

The role of Accounts Payable Officer is to contribute to an efficient and effective delivery of the Creditors system for the whole of the Agency on a weekly and monthly basis. This position requires a high level of initiative in managing workload, responding to requests and adapting to a changing environment.

Key Responsibilities & Duties	Performance Expectations
Accounts Payable Processes.	SAGE – checking, matching to purchase orders and processing supplier invoices. Generate EFT payments. Accounts Payable batch processing. Generate Accounts Payable remittances. Accounts Payable cheque run processing.

	<p>Preparation of Ad-hoc cheques.</p> <p>Preparation of one-off bank transfers.</p> <p>Preparation of Bpay payments/batches as appropriate.</p> <p>Preparation of quarterly BAS reconciliation and returns.</p>
Accounts Payable Maintenance.	<p>SAGE – setting up new supplier accounts.</p> <p>Maintain and update supplier details.</p> <p>SAGE - Procurement – maintain purchase order records.</p> <p>Train employees in the SAGE purchase order/procurement process.</p> <p>Cab Charge – issue cab charge cards to staff and maintain the register.</p>
Corporate Cards.	<p>Administration of Flexipurchase Corporate Card System.</p> <p>Create new profiles for cardholders.</p> <p>Verifying identification of new cardholders/preparation of new card applications.</p> <p>Train employees in Flexipurchase coding and approval processes.</p> <p>Import Flexipurchase transactions regularly into SAGE.</p>
General Ledger Duties.	<p>Prepare relevant journal batches for Ampol, Telstra, Aussie Broadband and Viatek monthly accounts.</p> <p>Prepare relevant journal batches for Toyota Finance repayments.</p> <p>Prepare appropriate general ledger journals relevant to Accounts Payable for approval and processing.</p>
Plan Management.	<p>Assist Team Leader – Finance with the review and approval of Plan Management Activity payments batches.</p> <p>Meet expectations around the prompt processing of NDIS supplier payments in line with NDIS guidelines.</p>
Supporting Corporate Services.	<p>Accounts Payable Enquiries – handling supplier queries.</p> <p>Assisting staff with AP enquiries and general ledger coding.</p> <p>Assisting with month end processing.</p> <p>Ensuring up-to-date filing of records and archiving when necessary.</p>

	Providing back up/support to the Accounts Receivable officer as required and during absence.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with MFC E Learning courses.	Completing compulsory allocated courses each quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- Relevant qualifications and or experience in Bookkeeping systems or equivalent.
- Understanding of Microsoft Office Software.
- Current drivers licence.

Key Selection Criteria:

Applicants are invited to submit their applications addressing the following selection criteria:

- Demonstrate the ability to communicate with people with complex needs.
- Ability to work to strict timelines.
- Ability to prioritise tasks and work to a high degree of accuracy.
- Good organisational skills.
- Demonstrated ability to work as part of a team.
- Ability to work in a confidential and professional manner.
- Commitment to excellence.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after 6 months of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment