

POSITION TITLE	Accounts Officer
DEPARTMENT	Corporate & Community Services
GROUP	Finance
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 2
REPORTS TO	Operations Accountant

Department Summary

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Human Resources
- Information Systems & Governance
- Planning & Building Services

Position Summary

The Accounts Officer is responsible for providing an efficient and accurate Accounts Payable and Accounts Receivable function within the Finance team and provides direct support to the Operations Accountant. The role is responsible for processing supplier invoices and payments to suppliers, raising sundry debtor invoices and producing monthly debtor statements, reminder letters and relevant reconciliations.

Key Responsibilities

- Raise sundry debtor invoices for relevant departments upon receipt of approved debtor invoice requests
- Maintain debtor accounts including issuing debtor statements and reminder letters
- Perform end-of-month processes including subsidiary ledger reconciliations for Accounts Payable and Accounts Receivable
- Process creditor invoices in accordance with the procurement policy set by Council and as per current GST legislation, ensuring the prompt matching of invoices to orders, verification of receipt of goods/services and reconciliation to statements
- Process fortnightly and ad hoc creditor payments and issue supplier remittance advices for all payments
- Monitor supporting payment documentation for completeness and accuracy of creditor details ensuring that only properly authorised transactions are included in payment runs
- Maintain current creditor information to ensure payments are made in a timely and professional manner and in accordance with agreed payment terms
- Develop and maintain the User Procedure Manual in relation to Accounts Payable and Accounts Receivable processes
- Minimise the risk of fraud when paying suppliers through diligent supplier management including onboarding and verification through EFTSure

- Liaise with external auditors during site visits and provide effective customer service to internal and external clients in a courteous and timely manner
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Well-developed verbal communication skills with the demonstrated ability to use initiative and liaise with customers in a culturally diverse community
- Ability to use the Microsoft Office suite, particularly Excel and Word
- Sound research skills with the ability to locate information and present it to management
- Knowledge of Technology One software
- Knowledge of the Local Government Act 2009 and relevant legislation including the GST and Related Matters Act 2000
- Knowledge of Council's Procurement Policy and delegated authorities
- Demonstrated ability to prioritise and work under pressure

Qualifications and Experience

Essential (Mandatory for the Position)

- Demonstrated experience in accounts payable/receivable in a complex environment
- Demonstrated experience and proficiency in the maintenance of financial ledgers including the ability to undertake end-of-day/month tasks

Desirable

- Certificate III in Business Administration

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 5 March 2025