

Accounts Processing Officer

Business and Customer Services

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Senior Accounts Receivable Officer Senior Accounts Payable Officer (Level 3)
Direct reports	Nil

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Expenditure and receivable revenue is accurately recorded on finance systems in accordance with statutory requirements and Department policies.
- Certify accounts for payment.
- Monitor financial transactions in the debtor, creditor and general ledger accounts.
- Undertake daily banking procedures.
- Maintain vendor and customer details in the finance systems.
- Maintain the incurring and certifying officer register.

Branch Support

- Liaise with appropriate officers to ensure accuracy in processing accounts.
- Identify improvement opportunities.

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management and process improvement projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Establish and maintain positive working relationship with all internal and external stakeholders.
- Provide customer support for first point of contact enquiries.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated good written and verbal communication skills, including the ability to provide quality customer service.
2. Demonstrated good interpersonal skills, including the ability to work independently or as part of a team.
3. Demonstrated good organisational skills, including the ability use initiative and prioritise workload.
4. Demonstrated understanding of basic accounting principles and experience in the use of a computerised accounting system.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 25 February 2020
Reference D20/0075528