

Government of Western Australia Department of the Premier and Cabinet

SECTION 1 – OFFICE IDENTIFICATION

ORGANISATION: Department of the Premier and Cabinet

DIVISION: State Services

BRANCH: Corporate Services

SECTION:

Financial and Payroll Services

SECTION 2 – REPORTING RELATIONSHIPS

Financial Transaction Coordinator

Level 4

JOB DESCRIPTION FORM

EFFECTIVE DATE OF DOCUMENT: 26/06/2020

CLASSIFICATION: Level 2

POSITION NUMBER: DPC12021

TITLE: Accounts Officer

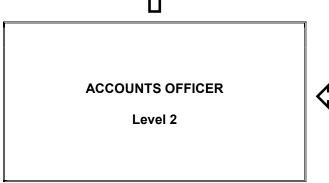
AGREEMENT/AWARD: Public Sector CSA Agreement 2019

LOCATION:

West Perth

Other offices reporting to this office			
Title	Level		
Certifying Officer	3		
Asset Officer	2		
Officer	1		





Officers under direct responsibility			
Title Nil		<u>Level</u>	

SECTION 3 – KEY RESPONSIBILITIES

Prepares payments for certifying, manages Petty Cash and maintenance of Debtors.

SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

ACCOUNTS PAYABLE

Prepares payment voucher for processing and checks GST.

Respond to account enquiries.

DEBTORS

Creates Debtor invoices in Sun Systems.

Maintains debtor masterfile.

CASH ADVANCES

Provides cash advances to staff.

Reconciles recoups with cash advances.

Regularly monitors outstanding cash advances.

OTHER

Other duties as directed.

SECTION 5 – SELECTION CRITERIA

Essential

Experience in the use electronic financial management systems within an accounts payable environment.

Verbal and oral communication, and interpersonal skills.

Experience working in a highly sensitive and deadline-oriented arena with the ability to prioritise work requirement.

Ability to work within a small team.

Desirable

Demonstrated knowledge of the *Financial Management Act (2006)*, Treasurer's Instructions and other relevant legislation and departmental financial policies as they relate to payments.

SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE:

SIGNATURE:

DATE:

DATE:

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB