



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 26/06/2020

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> State Services
<b>BRANCH:</b> Corporate Services
<b>SECTION:</b> Financial and Payroll Services

<b>CLASSIFICATION:</b> Level 2	<b>POSITION NUMBER:</b> DPC12021
<b>TITLE:</b> Accounts Officer	
<b>AGREEMENT/AWARD:</b> Public Sector CSA Agreement 2019	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

**Financial Transaction Coordinator**  
Level 4

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



**ACCOUNTS OFFICER**  
Level 2

Officers under direct responsibility	
Title	Level
Nil	



## 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.

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**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:**

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

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

As the Employee I have reviewed the statement of duties.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>