



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Senior Accounts Officer

Level

4

Position Number

34894

Division/Directorate

Finance and Contracts

Branch/Section

Accounting Services and Systems

Effective Date

March 2023

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Accounting Services Team Leader, Level 6

Subordinates: Accounts Officer (x3), Level 2

Key role of this position

Leads and coordinates the Accounts Officers and the activities associated with the workflow of invoices in the Purchase to Pay (P2P Tool) through to Ellipse. The role also assists with the control of the Public Transport Authority's (PTA) accounts payable function in accordance with the Australian Accounting Standards, Treasurer's Instructions, Financial Management Act and other relevant legislation.

Core duties and responsibilities

Leadership

- Coordinates the day to day activities of the Accounts Officers including work planning, managing performance outputs and training/development.
- Ensures that a quality and effective customer service is provided and that all critical deadlines and period end processes are met.
- Manages staff performance through training and development, performance appraisals and counselling where required.

Accounts Payable

- Responsible for the workflow of invoices in the Purchase to Pay (P2P Tool) ensuring timely progression to payment within payment terms.
- Responsible for checking the quality and the accuracy of invoice data work flowed through the P2P tool and automatically interfaced to Ellipse.
- Creates and maintains suppliers including bank details changes.
- Investigates and corrects all discrepancies and errors detected in Accounts Payable processing.
- Facilitates and coordinates P2P training sessions rolled out to the business.

- Manages the internal refund register and follows up on outstanding credit notes.
- Identifies duplicate payments between Accounts Payable and credit card payments and initiates corrective action to remedy such instances.
- Researches and responds in a proactive and customer focussed manner to internal and external inquiries related to Accounts Payable and Expense Reporting.
- Ensures that the documentation of Accounts Payable corporate policies, processes and manuals are kept current.
- Performs P2P system administrator role to ensure that the P2P functionality is optimised and in line with the PTA's policies and procedures.
- Assists with P2P workflow management duties, including scan, index and verification of accounts payable invoices when required.

Other

- Prepares Accounts Payable KPI information and run data analytics and payment transactions.
- Facilitates training on P2P and Ellipse enhancements.
- Prepare end of month accruals.
- Identifies and recommends process improvements in relation to Accounts Payable.
- Assists in the implementation of P2P and Ellipse system enhancements.
- Maintains an accurate filing system and appropriate records of archived accounts payable information.
- Carries out other clerical and accounting tasks and functions as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant accounting knowledge, including:
 - o a demonstrated understanding of all Accounts Payable functions
 - o a demonstrated understanding of the Purchase-to-Pay function using an Enterprise Resource Planning System
 - o knowledge of the Financial Management Act, the Treasurer's Instructions and Australian Accounting Standards.
- Relevant experience in an accounts payable environment, including ability to gain proficiency in governance rules, regulations and system processes.

2. Leadership and Management

- Demonstrated ability to lead, motivate and support others to meet team objectives.

3. Communication and Interpersonal

- Well-developed interpersonal, written and verbal communication skills, including an ability to liaise and provide suitable advice to accounting services clients/users.
- A proven capacity to work effectively and collaboratively in a team environment, as well as independently with minimal supervision.

4. Conceptual, Analytical and Problem Solving

- Sound conceptual and problem solving skills.

5. Organisation

- Good organisational and time management skills, with an ability to work to deadlines.

6. Computer Literacy

- Proven experience and proficiency with spreadsheets, word processing skills and general computer skills.

7. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date