



Job Description Form – Accounts Payable Officer

Position Number:	00025615	Division:	Business and Corporate Services
Classification:	Level 2	Reports to:	Accounts Payable Team Leader, Level 4
Leadership Context:	Personal Leadership	Direct Reports:	0
ANZSCO:	551111		

Description

As the Accounts Payable Officer you will assist with the management of Accounts Payable activities in compliance with the Treasurer's Instructions and policies and procedures; assisting with stakeholder management and reporting in order to enable informed decision making based on effective use of data and understanding of risks.

The Accounts Payable Officer is responsible for ensuring the provision of contemporary, responsive and fit for purpose delivery and management of Accounts Payable activities, through systems, processes and also looking at ways of improvement through more streamlines and contemporary process.

Responsibilities

- Processes accounts payable invoices, matching invoices to purchase orders.
- Controls workflow to ensure compliance with incurring register and expenditure limits, and the correct receipting of goods to valid purchase orders.
- Monitors the accounts payable inbox and processing of invoices in a timely manner.
- Ensures correct General Ledger coding for payments.
- Preparation of basic correspondence to supplier and customers on accounts payable matters.
- Liaises with internal staff to progress workflows and provide assistance to resolve problems associated with accounts payable and purchase orders.
- Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles/practices in all aspects of this role.
- Encourages and supports a safe workplace environment.
- Applies curiosity and performs other duties as required.
- Demonstrates the expected behaviours of the leadership context for this role.

Special Requirements

All Department positions require a national police check conducted.

Requirements

- Experience in a Financial/Accounts Payable environment including knowledge of Treasurer's Instructions.



- Demonstrated ability to delivery excellent customer service and communicate effectively, both written and verbally.
- Ability to demonstrate analytical and problem solving skills including utilisation of spreadsheets.
- Demonstrate the behaviours within the leadership context of Personal Leadership as outlined below.



Behaviour Expectations

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

Lead collectively	You recognise the shared purpose of the policies and procedures in the sector and follow your team’s policies and procedures.
Think through complexity	You understand and respect the need for compliance to minimise risk in your team.
Dynamically sense the environment	You communicate clearly, presenting relevant technical and professional information without jargon.
Deliver on high leverage areas	You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You engage in processes and activities that grow the team’s capability and effectiveness.
Embody the spirit of public service	You are excellence oriented and deliver results for your team.
Lead adaptively	You seek ways of modifying your behaviour to improve your effectiveness with your manager and team members.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Registration Date	20 December 2023	Registering Officer	Kylie O’Neill <i>K O’Neill</i>
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