



## Job Description Accounts Processing Officer Level 2

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<b>Position Number:</b>	Various	<b>FTE:</b>	1.0
<b>Directorate:</b>	Corporate	<b>Branch:</b>	Training Sector Finance Services
<b>Location:</b>	West Perth	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

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### Reporting Relationships

*Reports to:*

Senior Accounts Processing Officer Level 3 (6 positions)

*Other officers reporting to the above office:*

Accounts Processing Officer Level 2 (10 positions)

*This Office – officers under direct responsibility:*

No direct reports

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### Key Role Statement

The Accounts Processing Officer accurately processes a high volume of accounts payable or accounts receivable transactions for clients, through the accurate application of relevant statutory requirements, guidelines and financial policies and procedures. This role works in a team to provide high-quality customer-focused accounts payable and accounts receivable services to clients at all levels in the Department and the TAFE Colleges.

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### Key Responsibilities

- Work as part of a team and contribute to team goals within accounts processing.
  - Deliver excellent customer service to clients in a timely manner by problem solving and using initiative.
  - Accurately process expenditure invoices for clients using a financial software system.
  - Review invoice coding and approvals ensuring they comply with delegations, policies and procedures.
  - Accurately raise invoices to customers using a financial software system within a set timeframe.
  - Accurately process payments and other adjustments to customer accounts.
  - Assist in weekly EFT and cheque payment runs for suppliers and ad-hoc international money transfers.
  - Create and maintain customer details in the Accounts Receivable database.
  - Complete service entry sheets and upload customer invoices to customer portals.
  - Follow up with customers on unused credit balances and arrange customer refunds as required.
  - Actively participate in accounts processing good work practices and continuous improvement opportunities.
  - Undertake filing and record keeping in accordance with Departmental and government requirements.
  - Assist and support the debt recovery team on a rotational basis as required.
  - Assist with other Accounts Payable and Accounts Receivable duties as required.
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### Selection Criteria

#### Essential

- Good communication and interpersonal skills.
  - An ability to work independently as well as collaboratively within a team.
  - An ability to understand and apply basic accounting or bookkeeping knowledge.
  - An ability to multi-task and prioritise daily work activities with great attention to detail.
  - Sound data entry and computer skills as well as an ability to learn new systems.
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#### Other Requirements

- May be required to work from any Department worksite.
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**Values**

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
  - We have integrity and courage.
  - We respect, trust and care for each other.
  - We know diversity makes us stronger.
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**CERTIFICATION**

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

**Branch Director:**

**Name:** Rachel Trotter **Position:** A/Director Finance

**Signature:**  **Date:** 16/06/25

**Delegated Authority:**

**Name:** Jacqueline Furey **Position:** Director Human Resources

**Signature:**  **Date:** 16/06/25

**HR USE ONLY**

**Date Registered on Content Manager:** 19/06/2025

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