



Position Description – Accounting Services Officer

Position:	Accounting Services Officer
Band:	Band 5
Position Number:	10061
Business Unit:	Financial Services
Directorate:	Corporate and Community Services
Name of Occupant	Vacant
Date Approved	16 April 2019
Approved By	Director Corporate and Community Services

Position Objective

The primary objectives of the position are:

- Provide accounts payable services in accordance with relevant Legislation, Accounting Standards, and Council Policies for Council staff and any associated entities.
- Provide financial support to the Financial Services Department.

Key Responsibility Areas

The following are the key responsibility areas for the position:

- Perform data entry and other tasks to ensure the efficient and accurate processing of purchase orders and invoices in meeting payment timelines.
- Ensure all payment requests are correctly authorised within delegated limits, have correct cost allocations and appropriate supporting documentation, and are in accordance with Council policies.
- Ensure all internal and external enquiries are investigated and responded to.
- Process payments by cheque and EFT and submit EFT payments for release by authorised approvers as per the payment timetable.
- Reconcile subsidiary ledger control accounts to trial balance on a monthly basis.
- Administer the credit card facility including completion of monthly reconciliations.
- Undertake general accounting duties such as journal preparation, monthly accruals and reconciliations as directed.
- Confirmation of Bonds and DCP amounts for refunds

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Organisational Relationships

Reports to:	Financial Accountant
Supervises:	nil
Internal Liaisons:	All staff, Executive team members and Councillors
External Liaisons:	Members of the public and organisations associated with procurement activities, government officers, organisations and agencies and other municipalities.

Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

Optimistic - about our organisation's future and our ability to deliver quality services and projects to benefit our community.

Pragmatic - by resolving issues and making the best possible use of our time, effort, and resources.

Respectful - of ourselves, our Council and of the diverse views and perspectives of our community.

Supportive - by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

Authentic - by undertaking our work in an open, honest and transparent manner.

Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

We are committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion.

Qualifications and Experience

The qualifications and experience required for the position include:

- Demonstrated experience in accounts payable or accounting services role
- A degree or diploma in accounting or related studies is desirable.

Key Selection Criteria

- Qualifications and experience as outlined above.
- Highly developed interpersonal skills to establish positive and effective working relationships with a wide range of people.
- Demonstrated experience in verbal and written communication to reflect a professional standard of interaction, in dealing with management, employees, external organisations and their representatives.
- Demonstrated skills in managing time, planning and organising own work and setting priorities.
- Demonstrated ability to work in a team environment and positively contribute to the team.
- Local Government experience is desirable.

Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Apply time management skills to promote effective use of officer's time.
- Freedom to act set by clear objectives with frequent consultation and regular reporting to the Manager.
- Work within existing policies and procedures.
- Liaise with external persons on a range of events and projects in which the Manager is involved.
- Provide timeliness, accuracy, and professional quality of information/documentation presentation

Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Problem solving using guidelines, policies, procedures, technical knowledge and experience and approach problems with creativity and originality when needed. Guidance and advice are usually available within time to make a choice if required.
- Prioritise conflicting workloads whilst maintaining a friendly and customer focussed approach at all times.
- Use judgement in screening/redirection/answering of incoming correspondence, telephone calls and visitors. Identify significant and related components of incoming documents and research files for specific information as required by Director.
- Use initiative to provide reference materials in advance for meetings and appointments and to recognise and act upon situations requiring follow up action.

Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Knowledge of Council's policies, procedures, practices and statutory provisions relating to the financial accounting functions.
- An understanding of accounting theory and the application of accounting standards, with a high level of accuracy in the performance of all financial tasks.
- Advanced level skills in Microsoft Excel and high levels of proficiency in database products.
- Understanding of the long-term department and organisational goals

- Ability to manage tasks within given timeframes to meet priority timelines.

Management Skills

The required management skills include:

- Skills in managing time, planning and organising own work and setting priorities.
- Work without direct supervision and use initiative.
- Respond quickly to new situations, drawing where possible on knowledge, precedent and/or experience.
- Proactive approach to all tasks.

Interpersonal Skills

Interpersonal skills include:

- Ability to build effective relationships with external and internal stakeholders.
- Skills in preparation of confidential correspondence and reports that are clear and concise.
- High standard of verbal and written communication to reflect a professional standard of interaction, in dealing with management, employees, external organisations and their representatives.
- Sound reasoning, judgment, assertiveness, tact and diplomacy skills.
- Highly developed interpersonal skills to establish positive and effective working relationships with a wide range of people.

ACCEPTED for and on behalf of the **EMPLOYEE**

[acceptance_status]

Acceptance of Employee

[candidate_name]

Name of Employee

[acceptance_date]

Date