Position Description

POSITION TITLE:	Senior Accounts Payable Officer
POSITION NO:	2167
DIRECTORATE:	Corporate Services
DEPARTMENT:	Finance
SECTION:	Financial Accounting
CLASSIFICATION:	Band 5
LOCATION:	Civic Precinct and Community Hub
DATE:	August 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Team Leader Financial Services
Supervises:	Accounts Payable Officer/s
Internal Liaisons:	All Departments
External Liaisons:	Customers, Creditors, Contractors, Banks, Statutory Authorities and Government departments and agencies.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage, and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

- Ensure accounts payable activities comply with Council procedures, policies and legislative requirements.
- Process creditor payments accurately, efficiently and within required timeframes.
- Maintain weekly payment preparation, data entry, filing and creditor records.
- Prepare creditor reconciliations, ageing analysis and accounts payable reports as required.
- Support wider financial accounting tasks, including banking, journals, bank file uploads, payment checks and departmental duties.

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Manage the accounts payable mailbox, process supplier invoices, monitor workflow approvals, and follow up outstanding authorisations to ensure compliance with payment terms.
- Perform invoice validation and matching against purchase orders, goods receipts and contractual documentation in accordance with Council procurement requirements.
- Review invoices for GST compliance and ensure accurate tax coding within the financial system.
- Prepare, balance and reconcile weekly creditor payment runs, generate EFT payment files, obtain required approvals, upload payment files to banking systems, and reconcile completed payments.
- Review supplier statements and proactively resolve discrepancies, unpresented credits and outstanding reconciling items.
- Provide supporting documentation and information to internal and external auditors relating to accounts payable transactions and controls.
- Perform payment control checks to minimise fraud risk and ensure compliance with Council's financial control framework.
- Monitor and report on accounts payable performance indicators including invoice processing timeliness, payment compliance and aged creditor balances.
- Perform month-end and year-end accounts payable close activities, including accruals, prepayments, creditor reconciliations, audit requirements and financial reporting support.
- Liaise with suppliers and staff to resolve invoices, goods receipt, payment and creditor account enquiries, including overdue balances and credit investigations.
- Administer Corporate Charge Card processes in ProMaster, including user setup, training, transaction uploads, follow-up and record keeping.
- Review creditor records and liaise with the Purchasing Officer regarding supplier information updates, ensuring accounts payable transactions are processed using accurate and authorised supplier data.
- Provide training, guidance and administrative support to internal users of the accounts payable system, ensuring processes and records are accurately documented and filed.

Policy, Reconciliation and Reporting

- Maintain and update Council’s Creditor Payment and Processing policies and procedures in consultation with Team Leader.
- Monitor and record actions taken on creditor balances moving through 30, 60 and 90-plus day ageing categories.
- Reconcile the accounts payable ledger, creditor statements and related records to ensure invoices and payments are accurately recorded.
- Prepare creditor reconciliations, aged creditor reports and other accounts payable reporting requirements.
- Prepare and reconcile the annual payment summaries for Councillors.

Finance and Administrative Support

- Prepare and process approved general journals, assist with bank reconciliations and transaction matching, and support related Finance processes.
- Assist with finance administration duties such as gift card, councillor expense register, taxi voucher register, courier requirements and other admin tasks.
- Support staff with Authority Online Requisitioning and accounts payable module enquiries, including category setup in consultation with the Team Leader Financial Services.
- Provide guidance and support to Finance staff in relation to accounts payable processes.
- Maintain, review and update procedure documents and training videos for accuracy and completeness.
- Participate in system testing, process improvement and control initiatives relating to finance systems and accounts payable processes.

General Responsibilities

- Prepare routine responses to creditors and external customers within required timeframes and monitor follow-up actions.
- Contribute to Finance Department objectives, including strategic and business planning, customer service, quality management and continuous improvement initiatives.
- Maintain awareness of relevant technology and systems to support service improvement.
- Undertake other duties within the limits of the employee’s skills, competence and training, as directed.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee’s skill, competence, and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council’s Occupational Health and Safety Policy and Council’s Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment, and other equipment provided for safety purposes.
- Consider and preserve one’s own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council’s Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council’s Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment, or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Process invoices, sundry payments and electronic transactions accurately, on time and within approved payment terms.
- Reconcile and receipt weekly electronic payments, ensuring debts and creditor transactions are properly recorded.
- Provide accurate advice and professional customer service to internal and external stakeholders on creditor-related matters.
- Build effective relationships with vendors and suppliers while maintaining confidentiality of payment information.
- Deliver work to required quality and timeliness standards, using resources responsibly and safeguarding Council assets.
- Apply proactive risk management and support compliance with OH&S requirements, Council policies and procedures.
- Provide assistance and training to employees on relevant procedures, systems and equipment.
- Create and maintain accurate, complete records of position-related business activities in accordance with Council requirements.

JUDGEMENT AND DECISION MAKING

- Ability to work unsupervised, analyse situations and independently make decisions, and guide other staff members to relevant policies and procedures.
- Use previously acquired experience and knowledge to select within a wide range of methods, processes or equipment, the post appropriate to creatively solve problems and meet well defined objectives.
- Exercise judgement and autonomy to make decisions based on knowledge of department and organisational goals and objectives for routine matters.
- For more complex matters not covered within policy and guidelines, advice should be sought from supervisor or more senior employees.
- Guidance and advice from supervisor and other Council employees would usually be available within the time required to make a decision.
- Exercise discretion and confidentiality whilst performing assigned duties.

SPECIALIST SKILLS AND KNOWLEDGE

- Sound understanding of accounts payable functions, payment processes, accounting principles and related legislative requirements.
- Ability to interpret and apply Council policies, procedures and financial requirements to provide accurate advice to staff, debtors and stakeholders.
- Strong reconciliation skills, including an understanding of general ledger links and creditor processes.
- Well-developed time management, attention to detail and customer service skills.
- Proficiency in computer-based financial systems, spreadsheets and keyboard processing, with working knowledge of Civica Authority viewed favorably.
- Ability to liaise with councils, staff and software providers to support continuous improvement in accounts payable processes.
- Understanding of relevant technology, procedures, systems, quality assurance practices and Finance Department business processes.
- Ability to research, collect, analyse and interpret information to support role requirements, reporting and documentation.

MANAGEMENT SKILLS

- Manage time, set priorities, plan, and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Knowledge and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long-term goals of the team and their alignment with Council's objectives.

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required.
- Strong written and verbal communication skills and ability to effectively manage complex conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team-based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Post secondary qualifications in a relevant discipline or demonstrable experience in a similar position in accounts payable and within a finance department environment.
- Considerable knowledge of accounts payable processes and sound knowledge of the relevant legislation including current GST legislation and its application in terms of invoicing.
- Working knowledge of Civica – Authority software system is viewed favorable.
- Experience of electronic banking and payment facilities.
- Experience in developing reports and operational procedures and guidelines.

Desirable:

- Working knowledge of Civica – Authority software system.
- Understanding of Local Government Act and the business processes associated with the Finance department.
- Current Victorian Drivers Licence.
- Required to have and maintain, at all times where required for the performance of your duties or otherwise by Council, a valid, unrestricted Working with Children Check.

KEY SELECTION CRITERIA

- Demonstrated qualification and experience and in end-to-end accounts payable administration, including invoice processing, supplier reconciliations, creditor management, payment runs, electronic banking, and month-end accounts payable activities within a complex finance environment.
- Demonstrated ability to interpret and apply financial policies, procedures, legislative requirements and internal controls, including GST compliance, procurement requirements, fraud prevention measures, and sound financial governance practices.
- Well-developed reconciliation, analytical and problem-solving skills, with the ability to investigate discrepancies, resolve complex creditor issues, analyse financial information, and maintain high levels of accuracy and attention to detail.
- Demonstrated proficiency in financial management systems, electronic workflow solutions, and Microsoft Excel, with the ability to support system improvements, maintain accurate records, prepare reports, and adapt to changing technology and business processes.
- Proven ability to build and maintain effective working relationships with internal and external stakeholders, providing professional customer service, managing sensitive enquiries, and communicating complex financial information clearly and professionally.
- Demonstrated ability to organise, prioritise, and coordinate workloads in a high-volume environment, while meeting deadlines, supporting team objectives, training and guiding staff, and identifying opportunities for continuous improvement.
- Describe a time when you had to resolve a conflict or disagreement with an internal stakeholder, supplier, or team member regarding an invoice, payment issue, or financial process. What was the situation, what actions did you take, and what was the outcome.
- No relevant criminal record found in a Police Check.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement, and approval of the position description.

Employee:	Date: ……………………………
Manager/ Coordinator:..	Date: ……………………………