



Job Description

POSITION TITLE: Accounts Payable & Receivable Officer
LOCATION: SAHMRI North Terrace
REPORTS TO: Accounts Payable & Receivable Team Leader
DEPARTMENT: Finance

PURPOSE AND SCOPE OF THE POSITION

An integral part of the Finance team, the Accounts Payable and Receivable Officer is responsible for supporting the Accounts Payable & Accounts Receivable Team Leader in the timely, efficient and accurate preparation of the accounts payable payment run and management of debtors.

KEY RESPONSIBILITIES

Accounts receivable duties include:

- Responsible for the accurate and timely invoicing of customers and receipting of payments into the Oracle ERP system
- Ensure information from subsidiary systems is accurately imported into the Oracle finance system
- Process recurring invoices and donations and liaise with staff across SAHMRI to ensure all potential revenue is charged and collected
- Verify and process all new credit applications, and ongoing management of debtor records within the Oracle ERP system
- Respond to debtor queries in a timely and polite manner
- Monitor SAHMRI's debtors' ledger and liaise with outstanding debtors regarding payment
- Assist with the preparation and processing of general ledger journals, as required

Accounts payable duties include:

- Responsible for the timely and accurate preparation and processing of fortnightly creditor payment runs; raising purchase orders and matching purchase orders to invoices
- Ensure invoices are appropriately approved, coded and authorised
- Prepare payment batches and bank transfers for approval by delegated staff
- Process and maintain corporate credit cards and business expense claims
- Maintain a high degree of accuracy when processing large volumes of data
- Preparation of supplier applications
- Assist with the preparation and processing of general ledger journals, as required

Additional duties include:

- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours' work may be required.
- Police check may be required.



Person Specification

QUALIFICATIONS

Certificate in Business or other relevant qualification would be highly regarded but not essential.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstratable experience in an accounts payable and / or accounts receivable position in a medium to large organisation
- Possess a personable nature and ability to build relationships with key stakeholders
- Exceptional data entry skills and a high attention to detail
- Experience with financial and accounting software packages such as Oracle or SAP
- Understanding of the importance of creditor and debtor management
- Intermediate to advanced skills with Microsoft Excel
- Be customer focused
- Have very good written and verbal communication skills
- An ability to learn/adapt quickly
- Able to meet deadlines and work under pressure
- Be reliable, responsible and trustworthy
- Be an excellent team player with exceptional interpersonal skills
- Able to develop an understanding of all areas of SAHMRI's business
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun