

## POSITION DESCRIPTION

**Position:** Accounts Payable Officer

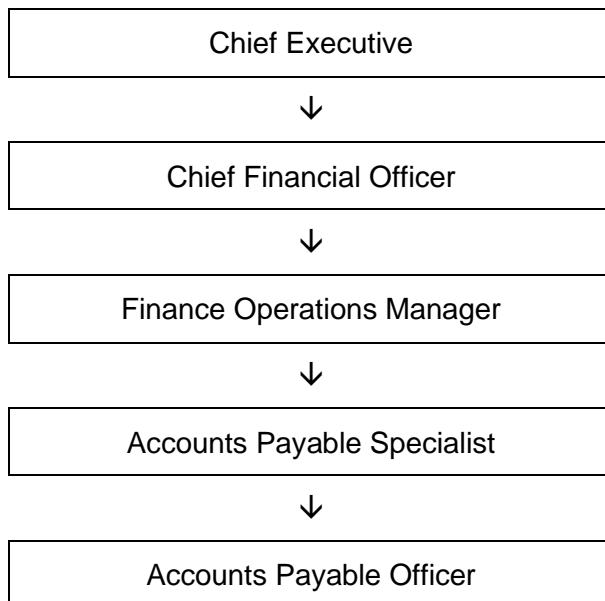
**Team:** Finance

**Group:** Corporate

**Responsible To:** Accounts Payable Specialist

**Responsible For:** NIL

**Organisational Context:**



# **Tirohanga Whānui - Council's Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahi - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## **Working effectively with Māori**

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeing's, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## **Purpose of Position**

**This role is part of the Finance Group.**

**The purpose of this position is to assist with the accurate and efficient processing of Accounts Payable invoices and provide accounting and administrative support in a multi-skilled environment in the Finance Group. This is achieved through:**

- **Accounts Payable – Invoice Processing**
- **Daily Reconciliations**
- **Direct Credits**
- **General Ledger Journals and Reconciliation**
- **Monthly Reports**
- **Accounts Payable Chart of Accounts**
- **Miscellaneous Accounting Duties**
- **Customer service and administration to the Finance Team**
- **Backup / Support Finance Group**

### **Other**

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a responsibility are:**

### **Accounts Payable Support**

- Processing creditor invoices.
- Balancing monthly statements and invoices.
- Batch up and process manual invoices not scanned into workflow.
- Manage workflow processes, problem solve issues and ensure compliance with Delegated Financial Authorities.
- Processing mail and emails.
- Prepare direct credit payments.

- Prepare electronic payment remittance advices and email
- Prepare manual creditor payments and remittance advices and send
- Other accounts payable functions as required.
- Supporting/training new and current users of electronic purchase order system.
- General ledger journals and reconciliations
- Monthly audit reports
- Map supplier invoice using Ferrett Drag-it in software

### **Creditors (all entities)**

- Processing creditor invoices: by matching purchase orders with invoices, matching invoices to monthly customer statements, and scanning the creditor invoices into workflow.
- Manage workflow processes and ensure compliance with Delegated Financial Authorities
- Maintain and update accounts payable master files, creating new creditors and updating postal addresses when required.
- End of month Accounts Payable processes
  - Run workflow report
  - Manage AP creditor invoice workflow by contacting internal staff to ensure their workflow items are authorised for close off
  - Close off AP on the second to last working day of the month or as advised by manager

### **Direct Credits**

- Prepare direct credit payments.
- Prepare electronic payment remittance advices and email.

### **General Ledger Reconciliation and Journals**

- Reconciling Accounts Payable accounts monthly, ensuring postings correct postings. (including AP ledger, general suspense)
- Additional reconciliations as required by the Manager
- Processing all major account journals and any additional journals

### **Monthly Reports**

- Active involvement in month-end processes.
- Providing detailed transactions monthly and on request.
- Produce and review accounts payable creditor audit reports.

### **Chart of Accounts**

- Maintenance and improvement of the Chart of accounts (including AP COA)
- Distributing to appropriate personnel if requested.

## Miscellaneous Accounting Duties

- Maintaining members interest register
- Miscellaneous accounting duties as required.

## Backup / Support Finance Group

- Other duties as required by the Manager from time to time.

## Important Functional Relationships

External  
Creditors

Internal  
Finance & Management  
Accounting Teams  
Staff with signing authority  
Payroll Administrator  
Customer Services Team

Committees/Groups  
Councillors

## Person Specification

### Qualifications

- Occupation-related certificate pass or equivalent level of learning through experience.

### Knowledge/Experience

- Basic accounting skills
- GST knowledge
- High Level of Customer Service Skills
- Intermediate Excel and Word skills
- Reconciliation experience.
- General office experience

### Key Personal Competencies

- Good interpersonal skills, able to communicate effectively with a wide range of staff and other relevant organisations where required
- Self motivated and able to work both independently and as a member of a team
- Able to organize work thoroughly and to a high standard
- Proven ability to adapt and deal effectively with changing priorities and requirements
- Be willing to carry out a wide range of duties to develop skills
- Commitment to high standard of performance
- Take responsibility for assigned tasks and ensure they are completed accurately and on time
- A strong commitment to customer service
- Confidentiality

## **Personal Attributes**

- Honest and helpful personality.
- Ability to work under pressure, even tempered and co-operative nature.
- Accurate and competent.
- A willingness to become multi skilled and take on extra duties when needed.
- Enjoy dealing with the public in a courteous manner.
- Time Management ability