

POSITION DESCRIPTION

Position: Accounts Payable Specialist

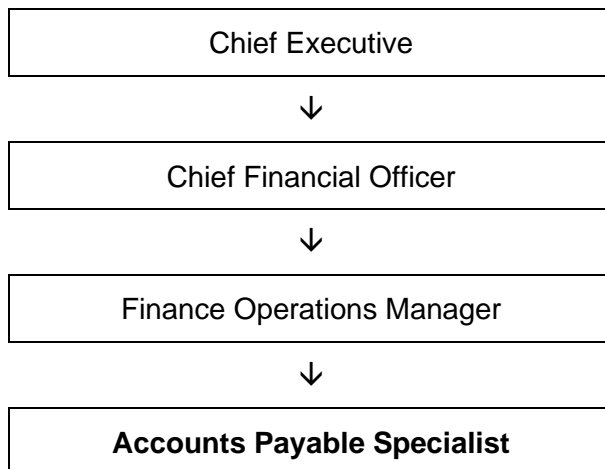
Team: Finance

Group: Finance & Procurement

Responsible To: Finance Operations Manager

Responsible For: Accounts Officer

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 Wellbeings, 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 & Procurement Group. The Group includes Finance, Procurement & Corporate

The purpose of this position is to accurately process and promptly pay creditor invoices by due date. Manage and maintain customer accounts in accordance with statutory requirements and Council policy. System upgrade and compliance owner. Provide accounting assistance by:

- **Being Council's module owner for the accounts payable system**
- **Managing people**
- **Creditors**
- **Direct credits**
- **General ledger journals and reconciliations**
- **Monthly reports**
- **Accounts payable chart of accounts**
- **Accounts payable system improvements**
- **Training**
- **Corporate Support**

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:

Managing People

- Work with Finance Operations Manager to monitor and manage staff to ensure outputs and behaviours are aligned with organisational requirements and performance is consistently of a professional and high quality.
- Coordinate work distribution effectively to cover times of high-volume work outputs and staff absences so staff have the necessary support from within the team.
- Effectively communicating current activities and policies.
- Schedule appropriate training to keep staff current in all of their job requirements.

Creditors (all entities)

- Managing the day-to-day operation and control of Accounts Payable areas to ensure all tasks are carried out
- Processing creditor invoices: by matching purchase orders with invoices, matching invoices to monthly customer statements, and scanning the creditor invoices into workflow
- Processing credit notes as and when required
- Mapping new supplier invoices in drag it in software
- Managing exceptions where mapping fails and identifying reason for failure
- Importing CSV files into CIA and managing import error rules
- Creating and managing Accounts Payable manuals
- Balancing monthly statements and invoices
- Batch up and process manual invoices not scanned 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 and bank account changes when required
- Process daily mail and emails
- Manage AP creditor invoice workflow by contacting internal staff to ensure their workflow items are authorised for close off
- Close off AP on the last working day of the current month and run end of month processes
- Complete the financial year end rollover processes for Accounts Payable

Direct Credits

- Prepare direct credit payments 10th, 20th and second to last day of month (or whichever working day falls closest to these dates)
- Prepare electronic payment remittance advices and email or post

Technical Business Improvement

- Be Council's module owner for the accounts payable system
- Actively participating/ driving improvement in project teams relating to CIA an EPO Improvement Projects
- System Improvement Meetings with System Administrators. Identifying errors within CIA workflow. Testing and implementing any changes made within CIA on a case-by-case basis
- Improvement and development of better reporting outputs form EPO/ COA systems

- Testing all aspects of Accounts Payable Systems when new upgrades are implemented by IT

Training

Training new staff Council wide and offering existing staff ongoing support with CIA financials on a daily basis

General Ledger Reconciliation and Journals

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

Reports

- Active involvement in month-end processes
- Providing detailed transactions monthly and on request
- Produce and review accounts payable creditor audit reports (on a weekly basis)
- Monthly reconciliation and preparing accrual report for Accountants

Chart of Accounts

- Maintenance and improvement of the Accounts Payable Chart of accounts
- Distributing to appropriate personnel if required

Important Functional Relationships

External

- Creditors
- Debtors
- Banks
- Ratepayers

Internal

- Finance Operations Manager
- Finance Team
- All staff with signing authority
- Payroll Administrator
- Customer Services Team
- Staff in other areas of Council

Committees/Groups

- Councillors

Person Specification

Qualifications

- Accounting qualification or Diploma in Business/Accounting principles

Knowledge/Experience

- Advanced accounting skills
- Advanced Excel and Word skills
- Advanced computing skills
- Customer service
- GST knowledge
- Experience in dealing with the public

Key Personal Competencies

- Proven experience in managing and leading staff
- Good interpersonal skills, able to communicate effectively with a wide range of staff and other relevant organizations 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
- Experience in dealing with the public and handling difficult situations
- Be willing to carry out a wide range of duties to develop skills
- Time Management
- Proven ability to adapt and deal effectively with changing priorities and requirements
- Commitment to high standard of performance
- Take responsibility for assigned tasks to be completed accurately and on time
- Confidentiality
- High level of Customer Service

Personal Attributes

- Accurate and competent
- Good, detailed memory
- Honest and helpful personality
- Well presented
- Good listener
- Excellent people skills
- Ability to work under pressure, even tempered and co-operative nature
- A willingness to become multi skilled
- Enjoy dealing with the public in a courteous manner