

Date	29 October 2019
Position Title	Accounts Officer (Accounts Payable)
Division	Finance
Reports to	Manager, Finance

SECTION 1

Mission, Vision and Values

Mission: - To deliver the highest quality healthcare experience for patients

Vision: - To be the preferred choice of Doctor's, Staff and Patients, recognised for the provision of high-quality medium acuity surgical services and palliative care.

Values: Bethesda Health Care is committed to and promotes the following values:

- Teamwork – we create an environment of unity and togetherness
- Respect – we recognise and acknowledge the uniqueness and value of every individual
- Integrity – we demonstrate honesty and trust
- Compassion – we work to express God's love through a caring expression of kindness, tolerance and tenderness
- Excellence – we excel in all that we do so that we can promote the mission of our hospital
- Professionalism – we have pride in the high level of care and service we offer

Staff are expected to demonstrate these values in the way they work and to live the positive behaviours as described in the Bethesda Health Care Code of Conduct and to contribute to and promote the positive working culture of the organisation.

SECTION 2

Position Summary and Role Purpose

The Accounts Officer (Accounts Payable) is committed to ensuring all hospital creditors/suppliers are paid accurately and in a timely manner through processing invoices and reconciling creditor statements.

SECTION 3

Key Working Relationships

INTERNAL	EXTERNAL
Chief Executive Officer	Suppliers
The Executive team	Contractors
Clinical Nurse Managers	
Department Manager	
All staff	

SECTION 4

Key tasks, Responsibilities, Outcomes and Activities

Preventing and Controlling Health Care associated Infection

- Perform hand hygiene

Administrative

- Maintaining creditor/supplier cards in the Microsoft Dynamics GP system
- Setting up new creditors in the Microsoft Dynamics GP System
- Actioning and maintenance of the Accounts Payable email inbox
- Scanning all invoices into WorkPlace
- Matching invoices to receipted purchase orders in WorkPlace
- Assigning non purchase order invoices to departments in WorkPlace for routing and approval
- Reconciling creditor statements and identifying any missing invoices
- Responding to creditor queries
- Preparing and processing a weekly creditor payment run – EFT, BPay and cheque
- Processing the patient refund cheques weekly
- Preparing and processing a monthly creditor payment run – EFT, BPay and cheque
- Processing the payroll deductions monthly
- Entering Manual payments as required e.g.: direct debits for BP, Class Trust, Smart Fleet
- Filing payments
- Archiving records annually post external audit
- Assisting Manager Finance as requested and required

SECTION 5

Health, Safety and the Environment

- Adhere to policies, procedures and standard operating procedures
- Report incidents, hazards and injuries
- Use personal protective equipment as required and directed
- Raise OSH issues with OSH representative/s
- Promote a safe work environment by assessing the work environment and not misusing or bypassing systems of equipment

SECTION 6
Quality and Risk

- Record initiatives and issues in Riskman
- Abide by Bethesda Health Care's Code of Conduct, Occupational Health and Safety legislation, Equal Opportunity Act
- Complete mandatory training and participate in development reviews

SECTION 7
Partnering with the Consumer

- Acknowledging patients, responding to general non-clinical queries, providing assistance as appropriate, encouraging the use of formal feedback systems

SECTION 8
Selection Criteria

Qualifications
<p>Essential</p> <ul style="list-style-type: none"> ▪ Current Police Check. (no more than 6 months old) <p>Desirable</p> <ul style="list-style-type: none"> ▪ Appropriate certificate qualification
Knowledge
<p>Essential</p> <ul style="list-style-type: none"> ▪ Good understanding of accounting concepts and procedures ▪ Good understanding of GST ▪ OSH legislation and requirements ▪ EEO practices and principles <p>Desirable</p> <ul style="list-style-type: none"> ▪ Quality improvement and risk management processes
Skills
<p>Essential</p> <ul style="list-style-type: none"> ▪ Comprehensive computer skills including Word and Excel ▪ Ability to carry out basic account reconciliations ▪ Proven problem solving and analytical skills ▪ Well developed written and verbal communication skills ▪ Well developed organisation and time management skills <p>Desirable</p> <ul style="list-style-type: none"> ▪ Knowledge of the Microsoft great Plains accounting package or a similar based software

Experience
<p>Essential</p> <ul style="list-style-type: none"> ▪ Experience in a similar role in Accounts Payable ▪ Working effectively as part of a team ▪ Organising own time and work processes to meet deadlines ▪ Determining and exceeding customer expectations ▪ Building and sustaining relationships with colleagues and customers <p>Desirable</p> <ul style="list-style-type: none"> ▪ Working in a hospital

SECTION 9
Acceptance of Position Description

Employee

Date

Manager

Date