



INTERNAL VACANCY

Accounts Payable Officer – Senior

This position is an exciting opportunity to join our diverse and cohesive finance team. The Senior Accounts Payable Officer will work collaboratively with an existing part time Accounts Payable Officer and will oversee the day to day operations of the AP function for the organisation to ensure all tasks are completed in a timely and accurate manner.

This position is offered on a permanent part-time basis and to be successful, you will need to have a thorough understanding of the accounts payable function utilising Microsoft Dynamics GP and Workplace, together with strong reconciliation skills and accurate and efficient data entry capability.

Experience as a senior accounts payable officer offering guidance as required and the ability to problem solve is essential.

The Role:

Reporting to the Executive Manager, Finance and Support Services, and being a member of a small, fast paced Finance team, your duties will include:

- Perform AP related duties in accordance with the cyclical calendar for processing supplier invoices, employee related expense claims and third-party payments;
- Respond to supplier account queries and resolve any invoice discrepancies in a professional manner;
- Deliver a high standard of customer service to internal stakeholders and suppliers;
- Manage payment of suppliers in accordance with payment terms;
- Prepare electronic funds transfers;
- Produce monthly AP reconciliation reports and ensure these reconcile to supplier statements if required;
- Assist with month end closing reports and reconciliations;
- Regularly monitor the completeness and accuracy of supplier records and master files;
- Identify and communicate with management opportunities for improvement in processes, workflow
- Coach and guide less experienced employees in query resolution;

Your Profile:

- At least 4 years' experience in an end-to-end Accounts Payable capacity
- Strong people interaction and relationship building skills
- Accurate data entry and administration experience
- MS Office skills, with high degree of confidence in MS Excel
- Experience using financial systems including Microsoft Dynamics GP and Workplace (advantageous)
- Excellent written and oral communication skills
- Well organised with the ability to prioritise workloads
- Ability to work well with others; a desire to be part of a team
- Effective organisation skills with the ability to prioritise and work to meet regular deadlines
- Flexible and adaptable attitude amidst an environment of constant change



- Working knowledge of AP principles, practices and regulations.
- Ability and experience in working with and meeting key performance targets
- Strong attention to detail and the ability to support other staff members when needed.

Benefits:

- Friendly and modern work environment
- Attractive remuneration
- Discounted staff meals
- Access to parking
- Close to public transport

This position is initially offered on a part time basis, 30 Hours per week, with the possibility of increasing to a FTE mid-2022.

How to Apply:

To view Position Descriptions for the roles and learn more about our hospital visit <https://www.bethesda.org.au/career-opportunities/>

For further information and confidential enquiries contact:

- Julia Morsion, Executive Manager, Finance and Support Services on 08 9340 6300

To apply please e-mail your Resume with a Covering Letter addressing the selection criteria and outlining your experience in relation to the position along with an Application Form that can be found on our web site to hronboarding@bethesda.org.au

Please note that successful applicants will be contacted via phone or email. Unfortunately, due to the high volume of applications received for current vacancies, we may be unable to provide an individual acknowledgement or feedback about your application if you are not successful for short listing.

No agency referrals will be accepted.