

Position Description

Position Title

Senior Accounts Payable

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

03/03/2023

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing



Be Integrity



Lead, together

Grey District Council Services

Support Group

- Finance
- Community & Recreation
- Regulatory Services
- ICT

Group
Manager
Support

Chief
Executive

Group
Manager
Operations

Operations Group

- Building Control
- Business & Contracts
- Utilities & Infrastructure
- Transport & Infrastructure

Chief Executive Office

- Mayor & Leadership Support
- People & Capability Team – HR, Health, Safety & Wellbeing, Communications & Engagement
 - Executive Officer

Position Details

Purpose of Position

The primary purpose of this role is to work as part of the Finance team to maintain and actively participate in the development of our services, and to ensure we are operating effectively, efficiently in alignment with our business outcomes.

This position will be the Council's module champion responsible for the maintenance and upkeep of the Accounts Payable module and a trainer to organization in all things Accounts Payable.

Core responsibilities are the accurate and timely payments of invoices. Ongoing review of contractual payments and agreements.

You will be responsible for the supervision of Councils monthly reconciliations, analysis and reporting relating to Accounts Payable.

Other responsibilities include ongoing review of the creditor's application and approval processes including upkeep and maintenance of Creditor information.

Key Relationships

Responsible to

Financial Accountant

Responsible for

N/A

Internal

- Chief Executive
- Finance Team
- Executive Leadership Team Members
- All Council Staff

External

- Customers and Ratepayers
- Other Councils

Limitations on Authority

This position has no staff or financial responsibilities. However, the Council may from time-to-time delegate to the officer specified powers and duties which must be exercised with due care and diligence.

Key Result Areas

KPI (area of responsibility)	Measure (successful when)
Accounts Payable	
<ul style="list-style-type: none"> - Be responsible for ensuring the accounts payable department process and pay all Invoices in a timely and accurate manner by 20th of the Month. - Responsible for ensuring that accounts payable work within the council parameters of cashflow and reporting. - Develop and Lead any Accounts Payable Module upgrading. - Supervise the Month End reconciliation and system processes. - Correspond with Creditors to ensure applications meet Council and Legislative requirements. All applications will have appropriate source documentation and have been authorised by Council Officers. - Ensure all creditor information remains current and up to date. - Lead process improvement within the Accounts Payable area 	<ul style="list-style-type: none"> - Invoices to purchase orders are matched and ensuring the correct tax treatment is applied. - Ensuring key staff have the correct level of authorisation for the expenditure incurred. - Input invoices and credit notes as soon as practical after receiving the invoice. This includes Invoice date, number, amount and General Ledger/Works Order codes and payment type. - Loading contract, loan, and other multi costed payments via spreadsheet wherever possible. - All administrative tasks of filing and data records are accurate. This includes, electronic filing paid/completed invoices, remittance notifications, monthly creditor maintenance audit report. - Ensure balance reports are authorised and Trail Balances report is reconciled to appropriate GL accounts. - Monthly/Weekly remittance reports are extracted and checked for accuracy. Analyse and report any imbalances. - Process electronic files for loading into banking software ensuring approval has been obtained. - Ensure Council cutoff dates are adhered too. - Accounts Payable workflow is run efficiently and timely for supplier invoices and credit notes. - Reconciliation between the Accounts Payable Module and the General Ledger to ensure no variances. - Identify, agree and implement process improvements in the Accounts Payable area.
Taxation Compliance	
<ul style="list-style-type: none"> - Helping to ensuring Council complies with its tax obligations - Verify Council Creditors are being paid correctly - Ensure accurate and timely administration and distribution of funds from the Petroleum Tax fund - Ensure all council vehicles are registered - Process Monthly GST return 	<ul style="list-style-type: none"> - Ensure the correct tax treatment of invoices as they are input and compliant with relevant legislation. - Check accounts receivable fees and charges input on a regular basis to ensure the accuracy and validity of all council's charges. - Reconcile incoming payments to Council and prepare distribution of funds to other West Coast authorities. - Process vehicle registrations online using the NZTA website. - Ensure GST returns are processed and paid within statutory timeframes, working with Assistant and Financial Accountants to identify and correct any GST errors.
Customer Service/Administrative	
<ul style="list-style-type: none"> - Providing first class customer service, adhering the values of Grey District Council. 	<ul style="list-style-type: none"> - Assistance is given with telephone operator duties. - Assistance is provided as second call with counter enquiries from customers (including receipting). - The job holder assists as required with website and email enquiries. - Documents and files are stored in accordance with Council policy/requirements. - General assistance is provided to the Corporate Services Department and the job holder carries out other duties efficiently and effectively which may be assigned from time to time.

Person Specification

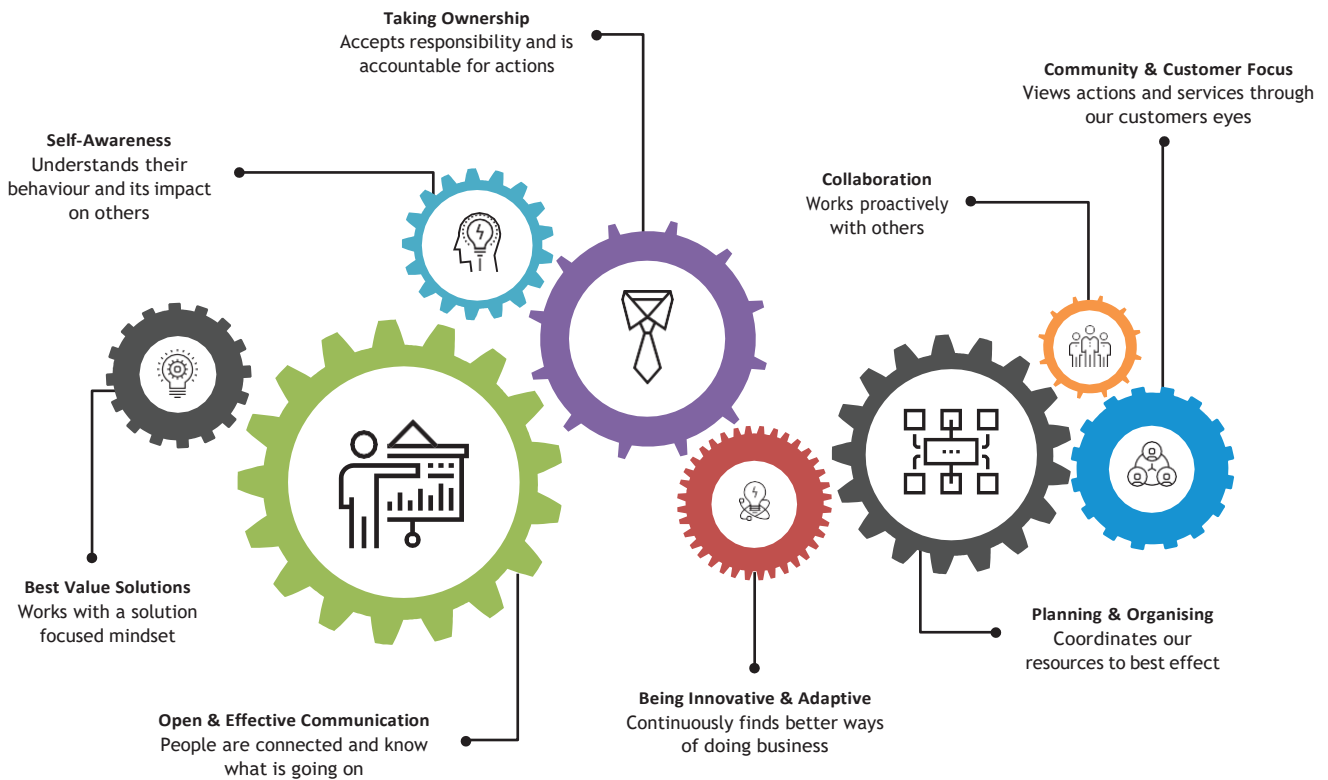
Education / Qualifications

- NCEA Level 3 or equivalent in mathematics / high level of numeracy skills.
- Minimum five years' experience in an administrative/financial role that included accounts payable exposure.
- Proficient digital literacy in computerised database applications and a high level of experience of the Microsoft Office suite particularly Excel is essential.

Knowledge and Experience

- Proven experience of working in a professional office environment.
- Accountant exposure would be an advantage.
- Positive attitude and commitment towards serving the community.
- Discretion and an understanding of confidentiality issues.
- Acts with honesty, integrity and trust.
- Excellent written and oral communication skills, including the ability to problem solve and effectively convey information to the public.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks, and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date