

POSITION DESCRIPTION

Position Title:	Creditors Officer
Position Number:	10320
Directorate:	Corporate & Commercial Services
Reports to:	Creditors Officer
Department:	Financial Services
Agreement:	<i>City of Karratha Enterprise Agreement 2023</i>
Classification:	Level 3
Effective Date:	June 2024

1. POSITION OVERVIEW

The Creditors Officer is responsible for accurately processing claims for payment from creditors and other external organisations.

1.1 Position Objectives

- Maintain Council's creditor records.
- Verify claims and facilitate payment approvals and associated bank release.
- Liaise with other staff to ensure the timely goods receipting and approval of invoices to achieve the City's Key Performance Indicator for payment of suppliers.

2. DUTIES & RESPONSIBILITIES

2.1 Customer Service

- Liaise with other staff and suppliers for the prompt resolution of discrepancies and disputes.

2.2 Maintain Financial Records

- Prepare monthly list of payments for submission to Council.
- Assist in the regular reconciliation of the creditors ledger and resolve any reconciling items as required.
- Regularly review outstanding purchase orders and liaise with other staff to facilitate the prompt payment of invoices.
- Maintain various registers of costing types, e.g. Power, Water, Telephone plus Accruals spreadsheet.
- Prepare and enter journal corrections to Council's Creditors and General Ledger when required.
- Facilitate the prompt matching of invoices to orders, verification of computations, and verification of receipts of goods / services and reconciliation to statements.
- Assist in the monthly process facilitating the processing of Purchase Card transactions.
- Ensure supplier invoices are compliant Tax Invoices and the Goods and Services Tax is handled correctly.

2.3 Process Payments

- Process timely payment runs each week for payment of creditors.
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- Process refund payments.
- Ensure payments are made by the due dates so that discounts are received and penalties are avoided.
- Maintain petty cash advance at the Administration Office.

2.4 Administration

- Monitor stationery and other supplies associated with position and issue relevant re-ordering documentation.
- Filing of source documents and vouchers.
- Other tasks as required by the Manager Financial Services / CFO.

2.5 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form within 3 days.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Exercise authority as agreed with manager
- Complete tasks within scope of Council policies and procedures and relevant financial regulations

3.2 Judgement and Problem Solving

- Problem solve using technical and professional knowledge and/or experience in line with policies, procedures and relevant legislation and guidance from Expenditure Accountant
- Adapt to a variety of audiences and present using effective techniques to troubleshoot problems
- Ability to adapt to new situations and requirements

3.3 Specialist Knowledge and Skills

- Basic knowledge of Accounting Principles.
- Working knowledge of the Goods and Services Tax and requirements placed on organisations.
- Demonstrated clerical office skills and experience using a computer based creditors system.
- Developed keyboard and Microsoft Office spreadsheet and word processing software skills.
- Well-developed numeracy skills.

3.4 Interpersonal Skills

- Developed public relations, verbal and written communication skills with a high level of attention to detail and accuracy.

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.5 Qualifications and Experience

- Demonstrated experience in a similar role
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)