

Schedule 1



POSITION DESCRIPTION ACCOUNTS PAYABLE OFFICER

Created:	2021	Authorised: Director of Corporate Services	Dated: 25/05/2021
Reviewed:	2022	Authorised: Finance Manager	Dated: 28/02/2022



POSITION DESCRIPTION ACCOUNTS PAYABLE OFFICER

Section 1. School Identification

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school located in Darch, with approximately 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the KCEA Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program and Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Position Title

Accounts Payable Officer

Section/Department/Learning Area

Finance Department

Tenure and Workload

Permanent Part-time (0.69-0.8FTE). Working hours: 8am to 3pm with 30 minute (unpaid) lunch break

Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Director of Corporate Services has overall responsibility for the Finance Department section of the College and the College Finance Manager reports to the Director of Corporate Services.

The Accounts Payable Officer position is responsible to the College Finance Manager for the proper performance of all aspects of the Responsibilities and Duties set down within this Position Description.

Section 6. Responsibilities and Duties

Overview

The Accounts Payable Officer is responsible for providing financial support and administering accounting operations within the College Finance Department.

Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Always acting in the best interests of the College, the Association and its ethos

Specific duties include, but are not limited to, the following:

- Accounts Payable
 - Perform day to day financial transactions, including verifying, classifying, and timely processing of all creditor invoices
 - Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
 - Facilitate timely payment of creditor invoices (EFT, Cheque & BPAY)
 - Generate reports detailing accounts payables status
 - Understand expense accounts within an Independent School environment
 - Matching and control check of creditor invoices to purchase orders
 - Maintenance of the creditors database
 - Assist with the oversight and maintenance of open purchase orders
 - Understanding of compliance around the accounts payable processes
- Petty Cash for Corporate Services office and 3 departments
 - Manage petty cash reimbursements
 - Timely processing of all petty cash transactions
 - Arrange for cash top-up for College floats
 - Reconciliation of petty cash to general ledger quarterly
- Occupational Health and Safety and Equal Opportunity
 - Undertake reasonable care for own health and safety, for the health and safety of others and comply with College Occupational Health and Safety policies and procedures

Other (Dependent on FTE)

- College Credit Cards
 - Ensure credit card statements are sent to card holders timeously
 - Processing of credit card transactions for all card holders
 - Reconciliation of all credit cards for month-end
- Commercial debtors
 - Timeous invoicing of deposits for facility rentals
 - Timeous invoicing of commercial debtors
 - Management of outstanding payments

Section 7. Selection Criteria

Pre-requisites

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

Essential:

1. Proven relevant qualifications and/or experience in a similar position.
2. Solid understanding of accounting payable principles.
3. High degree of accuracy and attention to detail.
4. Proven ability to calculate, post and manage accounting figures and financial records.
5. High level communication skills – demonstrate an ability to develop and nurture positive working relations with the College's internal and external customer base, including students, parents, staff and visitors.
6. Computer literate with:
 - i. TASS
 - ii. Intermediate knowledge of Microsoft Excel
 - iii. Sound knowledge of Microsoft Word, database systems and other College reporting systems.
7. Possess initiative and be a self-starter able to work with limited supervision, or as an effective part of a team, to achieve completion of tasks to deadlines.
8. Ability to handle sensitive information in a confidential manner.
9. Able to maintain a positive work environment and poise under pressure, while maintaining the accuracy of records and reports.

Desirable:

10. Previous experience in a school environment.

Section 8. Application Process

Please visit the College website at <http://www.kingsway.wa.edu.au/employment> for full details or contact Human Resources on 9302 8777 or HR@kcc.wa.edu.au .

Applications must include a completed Admin & Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon, Thursday 13 October 2022

**Peter Burton
Principal
September 2022**