

Accounts Payable Clerk

Hurstville, NSW

The Anglican Schools Corporation (ASC) is charged by the Anglican Church Diocese of Sydney with the mission to provide affordable quality Christian education. Currently, ASC owns and operates 17 schools across 19 locations and educates some 14,000 students throughout NSW.

We are currently seeking to appoint an **Accounts Payable Clerk** to join our fast paced shared services team at our Group Office in Hurstville.

About the role

Duties will include, but not limited to:

- Data entry of invoices
- Updating various reports in excel
- Capture validation
- Processing and paying BPays
- Electronic filing of paper batches and invoices
- Process internal expense claims
- Making manual and automated payment runs
- Resolving supplier invoice related queries raised by schools
- Creditor reconciliation

Your skills

- Microsoft Dynamics Great Plains
- Kofax (or similar software)
- Excel intermediate level
- Attention to detail

About you

- A practising Christian, active in your local church
- Forward thinking and proactive in situations where required
- Good interpersonal and communication skills
- Willingness to work as part of a team

If this sounds like you, and you are looking to work in an organisation that is working to tell children about Jesus and to grow them as Christians, then please email a cover letter and resume addressing the above criteria to recruitment@tasc.nsw.edu.au

The successful applicant is required to obtain a Working with Children Check.



Mission – To provide affordable quality Christian education

Vision - Serving Christ by equipping students for His world

Position Description

Position Title:	Accounts Payable Clerk
Written by and date:	Manager, Accounts Payable 2018
Employee Name:	TBA
Department:	Accounts Payable
Location:	Hurstville, NSW
Responsible to:	Accounts Payable Manager
Position Context:	The Anglican Schools Corporation (ASC) group office is responsible for the delivery of Financial, IT and Capital Works management services to the Corporation's 17 schools and Governing bodies. The CEO reports to the Board of ASC. The Group Finance functions include Financial and Management Accounting, Accounts Receivable, Accounts Payable.
Key working relationships:	Internal: AP Manager, AP Coordinator, Group Office Manager, School Accountants, School Business Managers and AP staff. External: Creditors and suppliers
Position Purpose:	Reports to the Accounts Payable Manager and provides support to the schools, Accounts Receivable team and Creditors. Accounts Payable are responsible for processing and payments of supplier invoices relating to procurement of goods and services contracted by ASC and its associated schools.
Key Responsibilities:	<ul style="list-style-type: none">• Review KOFAX batches and modify where necessary to rectify incorrect and deficient capture of inputs, and removal of duplicate invoices to facilitate accurate data export into Great Plains (GP)• Input BPay batches into GP and setup payment files in COMMBIZ in a timely manner before payment due dates to ensure payments are paid on time• Filing BPay batches electronically after payment• Cheque requisitions received from schools as well as internally raised, to be input into GP

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The Anglican Schools Corporation

	<ul style="list-style-type: none"> • Accurate creation of new creditors in GP in a timely manner with appropriate authorisation • All remittance advices and cheques to be sent to the correct supplier at the correct address • Monitor the Accounts Payable Batch Register and proactively follow up missing batches • Input cheque requisitions received from schools and Group Office into GP • Update creditors bank details in GP when requested by the accountants or the creditor. Check all creditor invoices for current bank details and update if required. • Filing weekly EFT paperwork electronically after each payment run. • Fuel Tax: Monthly-Input fuel consumption details into Fuel tax file from Fuel Card statements • Provide support to input Credit Card expenses into GP • Ensure all activities and transactions comply with ASC established policies and procedures • Establish good working relationships with all schools and internal staff • Complete tasks with the goal of improving the accuracy, granularity and efficiency of the process • Provide other AP job support when required.
<p>Requirements and Qualifications:</p>	<ul style="list-style-type: none"> • Practising Christian, active in local church and able to provide a Minister’s reference • Good verbal and written skills, demonstrate initiative and ability to be proactive • High level of attention to detail • Ability to work well under pressure and meet reporting deadlines • Experience with KOFAX, Great Plains or similar accounts software • An intellectually curious person who is friendly and has an energetic attitude • Someone with a professional, responsible, accountable and flexible approach to work • Desirable: experience working in a Not for Profit environment.

Acknowledgement of position requirements

<p>Position holder: (Name and signature)</p>		<p>Date:</p>	
<p>Manager: (Name and signature)</p>		<p>Date:</p>	