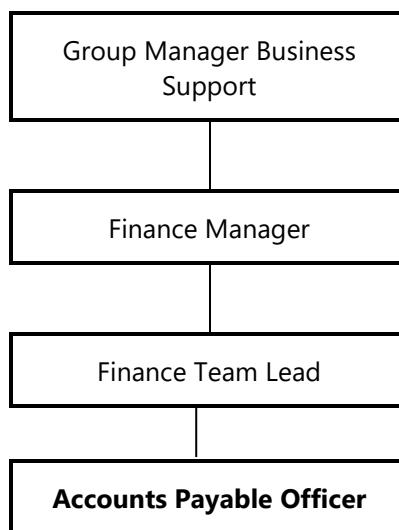


# POSITION DESCRIPTION



|                          |                                                                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>        | <b>Accounts Payable Officer</b>                                                                                                                                                                                                                                                       |
| <b>Responsible To:</b>   | Finance Team Lead                                                                                                                                                                                                                                                                     |
| <b>Responsible For:</b>  | Nil Staff                                                                                                                                                                                                                                                                             |
| <b>Position Purpose:</b> | <p>This job exists to:</p> <p>To provide effective and efficient processing of expenditure transactions, including follow up of amounts owed to Council suppliers for services provided, and to provide finance and corporate support tasks as directed by the Finance Team Lead.</p> |
| <b>Date:</b>             | September 2026                                                                                                                                                                                                                                                                        |

## ORGANISATION CONTEXT



## IMPORTANT FUNCTIONAL RELATIONSHIPS

### External

Residents and ratepayers  
Council customers  
Various government agencies  
BOPRC and local government  
Audit New Zealand

### Internal

All staff  
Elected Members

## KEY RESULT AREAS

The position of **Accounts Payable Officer** encompasses the following functions or Key Result Areas:

| Jobholder is accountable for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Jobholder is successful when                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accounts Payable</b> <ul style="list-style-type: none"> <li>• Payments are processed efficiently and accurately</li> <li>• Batches coded to correct periods</li> <li>• Creditors Ledger is maintained and reconciled</li> <li>• Administrator of Electronic PO System</li> <li>• Administrator for Contracts Module.</li> <li>• Champion Ozone accounts payable and PO system.</li> <li>• Non-PO suppliers (ANZ credit card/New World) are reconciled, reviewed for authorisation and processed into AP system</li> <li>• Capture Direct Debits linked to Bank Statements</li> <li>• Ensuring accurate and easy to follow filing systems are maintained</li> <li>• Recording of all Masterfile changes to Councils Creditors by compiling Qube report and seeking approval from Finance Team Lead</li> <li>• Arranging payment of staff Reimbursements through Weekly payment batches</li> <li>• Arranging Contractor Payments and ensuring the accurate calculations for WHT is captured</li> <li>• Maintain daily AP duties to ensure there are no bottle necks preventing deadlines being met for weekly and monthly targets</li> <li>• Ensuring batches are loaded to the bank in a timely manner</li> <li>• Uploading statements and invoices to Xtracta in a timely manner ensuring a constant flow of information</li> <li>• Assisting with Audit queries during visits</li> <li>• New supplier requests are reviewed and managed in accordance with set procedures including Eftsure onboarding.</li> </ul> | <ul style="list-style-type: none"> <li>• Payments are made in accordance with Council's standard terms of payment, or on the next weekly payment run where contractually required</li> <li>• GST and withholding tax processing is accurate</li> <li>• Maintenance audit reports including Masterfile changes are completed and forwarded to Finance Manager in a timely manner</li> <li>• There are no discrepancies</li> <li>• Feedback from suppliers is positive</li> <li>• Purchase Order System is automated as much as possible; manual payments are treated as the exception to the rule</li> <li>• Unapproved receipt report is sent out weekly.</li> <li>• Internal controls are maintained to the satisfaction of Council Auditors</li> <li>• Contracts module is maintained; approved contract payments are queued for next payment run</li> <li>• Staff are assisted with the expenditure and PO process requirements including providing training.</li> <li>• SOPs are kept up to date, including into Promapp</li> <li>• Monthly invoices due on the 20<sup>th</sup> are loaded and daily loading and weekly receipt requests are actioned, to ensure approval for payment to meet terms.</li> <li>• Statements are checked and no invoices are outstanding or lost</li> <li>• Contractors are paid in a timely manner and WHT is captured accurately for payment via the payroll system.</li> <li>• Auditors are assisted in a timely manner and information they request is available when needed.</li> <li>• New supplier registrations created and filed as approved by Finance Team Lead.</li> <li>• Finance Team Lead is confident in the processing of all the above.</li> </ul> |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Financial and Corporate Support Duties</b> <ul style="list-style-type: none"> <li>• Provide back-up support for rates related enquires</li> <li>• Other finance or corporate support tasks that support corporate objectives, as directed by the Finance Team Lead.</li> </ul>      | <ul style="list-style-type: none"> <li>• APIs for DDs created/captured</li> <li>• No discrepancies</li> <li>• Rates queries are responded to an efficient, effective and courteous manner</li> <li>• All tasks are carried out in a courteous, timely and professional manner.</li> </ul> |
| <b>Personal Development</b> <ul style="list-style-type: none"> <li>• Develop and maintain professional knowledge and contacts.</li> </ul>                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks</li> <li>• Attend training opportunities relevant to position and the Council.</li> </ul>                                                          |
| <b>Health and Safety</b> <ul style="list-style-type: none"> <li>• Take all reasonable care to ensure the health and safety of yourself and others</li> <li>• Comply with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions.</li> </ul> | <ul style="list-style-type: none"> <li>• Events, near misses and injuries are reported in accordance with organisations requirements</li> <li>• Engage in and promote health and safety in work areas.</li> </ul>                                                                         |
| <b>Civil Defence</b> <ul style="list-style-type: none"> <li>• Undertake necessary training to ensure Preparedness for Emergency Management.</li> </ul>                                                                                                                                       | <ul style="list-style-type: none"> <li>• Support is provided during an emergency.</li> </ul>                                                                                                                                                                                              |

**Other duties expected of position holder:**

Undertake any other duties and functions as may be requested of you by your Manager.

**Note:**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

## PERSON SPECIFICATION

- A sound understanding of computer-based accounting applications and financial management systems
- Minimum of 2 years' experience in creditors management (preferred but not essential)
- Management of creditor's database

### Key Job Competencies

- Excellent numeracy skills and personalised support skills
- Competent in Microsoft Outlook, Excel, word and use of databases
- Attention to detail and accuracy
- Should have excellent communication and organisational skills and the ability to always ensure discretion and confidentiality
- The ability to prioritise work and meet deadlines
- Good problem-solving skills and is solution focused
- Demonstrates initiative by seeking quality improvements within work processes
- Able to maintain positive work relations with colleagues at all levels.

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Manager

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Date

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Position Holder

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Date