



Role Description

Accounts Payable and Administration Officer

Accounts Payable and Administration Officer

All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The Role

The Accounts Payable and Administration Officer is an integral member of the Business Office team and works closely and collaboratively with the various administration and academic staff throughout the College. The Accounts Payable and Administration Officer is responsible for the end-to-end Accounts Payable function including international, credit card and staff reimbursement payments accurately, efficiently, and timely. In addition, there is a broad range of administrative tasks to support the general functioning of the College

Organisational Relationships

The Accounts Payable and Administration Officer reports to the Director of Business Services.

College Mission

- understand, support and promote the Catholic, Dominican Mission of the College
- articulate a clear understanding and personal commitment to the mission of the Catholic Church and the significant role of a Catholic school
- engage with the strategic thinking and development of the College
- understand, promote and lead best practice in ensuring Santa Sabina is a child-safe school



Santa Sabina College



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Key Role Responsibilities

Accounts Payable

- responsible for the end-to-end processing of creditors ensuring that it is executed accurately and on time (both domestic and international)
- ensure all invoices are authorised in line with College policies and that goods and/or services have been received prior to payment
- create new creditor accounts in the Finance System and ensure they are valid, have all relevant contact information and compliant with relevant legislation
- entry of vendor invoices and the matching to purchase orders
- review creditor statements to ensure all invoices have been received and processed
- liaise with creditors in relation to queries on invoices and to request copies of unpaid invoices
- prepare weekly payment runs by EFT and load into banking software
- set up new vendors and maintain existing vendors address and contact detail changes
- validate requests for vendors change of bank accounts
- monitor and act on emails in the assigned Business Office and Accounts Payable email accounts distribution and recording of Cabcharge dockets and reconciliation to statement
- manage and maintain the College Petty Cash including reconciliation and reimbursement of float ensuring all requests for reimbursement comply with College policy
- provide support to staff in relation to Finance procedures for invoices, purchase orders and reimbursements
- purchase of office supplies for the Business office as required
- collect, sort and distribute incoming and outgoing mail daily
- answer Business office calls and direct to appropriate person
- assist Payroll Officer by checking of timesheets and validation of new employee records in payroll system
- filing and archiving as required

General accountabilities for all staff

- be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- adhere to the College's professional dress code for staff
- attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- demonstrate professional and collegial relationships with colleagues
- commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth

Qualifications, knowledge, skills and experience

- current Working with Children Check (WWCC)
- excellent verbal, written and interpersonal communication skills
- demonstrated experience in dealing appropriately with highly confidential and sensitive information
- sound keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing

- demonstrated experience in creditor processing
- organisational skills with the ability to use initiative, work independently, identify priorities and meet deadlines
- high attention to detail, accuracy and ownership of own work
- compliant with NSW Department of Health Screening and Immunisation Policy
- previous experience in a school setting is desirable

The College reserves the right to alter roles and responsibilities at any point in time.