POSITION DESCRIPTION

POSITION TITLE	Accounts Payable/Receivable Officer
DIRECTORATE - SECTION	Corporate – Financial Services
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Team Leader Financial Operations

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

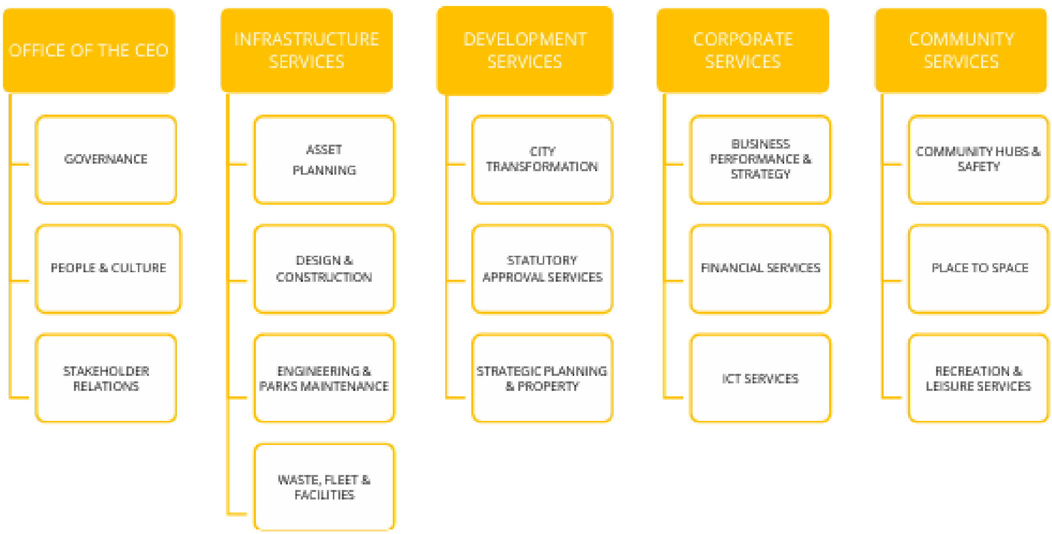
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support— creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Accounts Receivable & Accounts Payable Officer is responsible for the end-to-end management of debtor and creditor functions, ensuring accurate, timely, and compliant processing of financial transactions. The role contributes to strong cash flow management, maintains positive stakeholder relationships, supports financial reporting, and drives continuous improvement through the effective use of finance systems and digital technologies.

This position plays a critical role in delivering efficient finance operations, ensuring payments are made on time, customer accounts are actively managed, and financial data integrity is maintained.

KEY RESULT AREAS

ACCOUNTS PAYABLE RELATED SERVICES

- Manage the end-to-end accounts payable process.
- Review and process supplier invoices ensuring correct authorisation and coding.
- Verify invoice accuracy against purchase orders, goods received notes and contracts where applicable.
- Process supplier payments in accordance with payment terms and organisational policies.
- Respond to supplier queries and build positive supplier relationships.
- Manage credit/purchase card acquittal process
- Ensure compliance with delegated financial authorities and procurement requirements.
- Preparation of monthly creditors payments listing for council report.

ACCOUNTS RECEIVABLE RELATED SERVICES

- Manage the end-to-end accounts receivable process.
- Generate and issue customer invoices accurately and within agreed timeframes.
- Monitor outstanding debtor balances and proactively follow up overdue accounts.
- Process receipts and allocate payments accurately.
- Prepare aged debtor reports and recommend collection strategies.
- Liaise with customers to resolve billing disputes and account queries.
- Support the assessment and management of credit limits and customer credit risk.
- Contribute to maintaining strong cash flow through effective debt collection practices.

FINANCIAL ADMINISTRATION & REPORTING

- Perform monthly reconciliations of relevant balance sheet accounts.
- Assist in month-end and year-end financial close activities.
- Support preparation of financial reports and audit requirements.
- Understand and apply GST/ATO Recording Requirements
- Maintain accurate and complete financial records.
- Ensure transactions comply with accounting standards, taxation requirements, and internal policies.
- Identify and escalate financial risks, anomalies, or control weaknesses.

SYSTEMS & CONTINUOUS IMPROVEMENT

- Utilise ERP and finance systems to maximise efficiency and accuracy.
- Support automation initiatives within receivables and payables processes.
- Maintain strong data quality and financial controls.
- Participate in process improvement reviews and implementation of best-practice finance procedures.
- Contribute to documentation of finance processes and work instructions.

STAKEHOLDER ENGAGEMENT

- Develop productive relationships with internal and external stakeholders.
- Provide timely and professional support to customers, suppliers, and business units.
- Collaborate with finance team members to achieve departmental objectives.
- Support a customer-focused culture while maintaining financial governance requirements.

KEY ACCOUNTABILITIES

- Timely processing of accounts payable/receivable transactions.
- Effective management of debtor collections and reduction of overdue balances.
- Accurate maintenance of creditor and debtor records.
- Compliance with financial controls, policies, and legislative obligations.
- Contribution to positive cash flow outcomes.
- Accurate and timely financial reconciliations and reporting.

CUSTOMER SUPPORT

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.

ADMINISTRATION

- Proactively maintain administrative tasks, including database management, client information and communications, ensuring all are kept up to date.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Certificate IV in Accounting and Bookkeeping; or
- Diploma of Accounting; or
- Relevant experience in similar role – minimum 5 years

SELECTION CRITERIA

1. 3+ years of AP/AR experience.
2. Intermediate Excel skills.
3. Experience with ERP systems preferable Technology One.
4. Strong reconciliation skills.
5. Understanding of GST and Australian accounting practices.
6. Proven ability to manage large transaction volumes accurately.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Rajesh Malde, Manager Financial Services
DATE PD REVIEWED/APPROVED: 30 June 2026