

JOB TITLE	ACCOUNTS PAYABLE
DIVISION	FINANCE & ADMINISTRATION
REPORTS TO	SENIOR ACCOUNTS PAYABLE
DATE	25/06/2024

POSITION DESCRIPTION

Position purpose	The position supports the Finance and Administration Division to contribute to the success of the company by providing accounts payable services and expertise.
Main responsibilities	<p>Core responsibilities:</p> <ul style="list-style-type: none">• Model Benmax values and behaviours• Comply with relevant codes and standards including Benmax WHSEQ systems• Participate in internal and external QA audits• Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor• Participate in team meetings <p>Position specific:</p> <ul style="list-style-type: none">• Process purchase orders and invoices for all entities across the business• Pay creditors as per creditor payment schedule• Complete accounts payable reconciliations• Monitor and action accounts inbox• Reception duties• Manage Eftsure portal• Gather TPAR data for accountant reporting• Capturing of correct GST• Maintenance of Subcontractors' insurance register <p>The above list is not exhaustive, and the role may change to meet Benmax strategic objectives.</p>
Knowledge, skills and abilities	<ul style="list-style-type: none">• Level 4 core competencies (office)• A focus on efficiency and accuracy• Competency and experience in accounting software• Competency and experience in service software (Simpro or similar)
Qualifications	<ul style="list-style-type: none">• Year 12 Certificate (essential)
Experience	<ul style="list-style-type: none">• One year experience in similar role
Key Performance Indicators (KPIs)	<ul style="list-style-type: none">• Processes an average of 50 invoices per day• Process all invoices received within 48 hours of receipt