



## Creditors Officer

**Closing date: C.O.B Friday 25<sup>th</sup> November 2022**

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of the North West, 650 kilometres west of Townsville and approximately 2.5 hours drive east of Mount Isa. Mount Isa offers direct flights to Brisbane, and Julia Creek has the option of REX flights to Mount Isa and Townsville three days per week. Julia Creek has a population of approximately 400 people; however the Shire's population is close to 1000 residents.

Julia Creek is a friendly community which punches well above its weight for a small community and offers an abundance of facilities and opportunities for its residents. The facilities include, medical centre, 24/7 accessible gym, swimming pool with water slides, dog park, bike safety park and indoor sports centre and tennis courts just to name a few. Recreational activities also are plenty with many great annual events (Races, Rodeos, Campdrafts, Arts & Cultural Workshops) taking place in the region.

Council have a staff of approximately 60 employees and the 2022/2023 budget provides for total budget of \$18 million.

### The Role

McKinlay Shire Council has an exciting position available in Julia Creek for an enthusiastic Creditors Officer.

Key responsibilities of the role are inclusive of:

- Primary responsibility for the Practical Creditors function and system integrity under the direction of the Corporate Services Team Leader
- Maintain correct creditor account details
- Carry out the functions of Accounts Payable as per Council's associated policies and procedures
- Undertake Trust Account reconciliations and deposit refunds as per Council policies and procedures
- Undertake Credit Card reconciliations as per Council policies and procedures
- Other administration support duties and substitution duties within Council when required as directed by the Corporate Services Team Leader

### Benefits

- Attractive Salary - \$53,764.26
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading
- Accrued day off once per month

A recruitment pack, including Position Description, can be found on [www.mckinlay.qld.gov.au](http://www.mckinlay.qld.gov.au), or by contacting the HR department on (07) 47 467 166, email [employment@mckinlay.qld.gov.au](mailto:employment@mckinlay.qld.gov.au)