



**Position Description
(Including selection criteria)
December 2023**

Creditors Officer

Shire of McKinlay
PO Box 177 Julia Creek 4823
Telephone: (07) 47 467 166
Facsimile: (07) 47467 549
Email: employment@mckinlay.qld.gov.au

INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and Regulations. The staff complement is 50 with an annual budget of \$19m.

Position Description **Creditors Officer**

Title: Full-Time Creditors Officer

Division: Corporate Services

Hours: 36.25 hours/week, plus additional hours as required

Salary Package

Award: Queensland Local Government Industry (Stream A) Award Level 2 and current McKinlay Shire Council Certified Agreement

Reports to: Corporate Services Team Leader

Position Objectives:

a) Objectives of Position

- To efficiently and effectively complete the tasks associated with Council's Creditor obligations under the direction of the Corporate Services Team Leader and with Council's policies and procedures.

b) Within Organisation

- To contribute to the efficient and productive operation of the Finance functions undertaken by Council.

Organisational Relationship

a) Accountable Supervisor:

- Corporate Services Team Leader

b) Liaises with:

- Staff members
- Directors
- External organisations
- Financial Institutes

c) Supervises:

- Nil

Duties & Responsibilities

- 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. These include: checking of orders for proof of receipt of goods and services, accurate computation of invoices, sales tax exemptions and discounts available, matching of orders to creditors' invoices and reconciling invoices to statements, dissecting costs to budget/job costing codes as per supporting documentation, entry into the system, printing of cheques, completion of Electronic Creditor Payments as schedule certifications of listings and vouchers for payment.
- Undertake Trust Account reconciliations and deposit refunds as per Council policies and procedures.
- Undertake Credit Card reconciliations as per Council policies and procedures.
- Print and file all reports and other supporting documentation associated with the above procedures.
- Other administration support duties and substitution duties within Council when required as directed by the Corporate Services Team Leader
- Commitment to EEO principals and practice.
- Relief of Debtors and Reception roles when required as directed by the Corporate Services Team Leader.

Workplace Health and Safety

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.
- Ensure compliance with Work Place Health and Safety policies and practices adopted in Safe Plan.

Performance Indicators

- Creditor payments completed within payment terms provided with late and/or duplicate payment errors minimised
- High level of accuracy in processing of all aspects of creditor payments
- Compliance with Council's procurement policy in creditor payment documentation and reporting of discrepancies to Corporate Services Team Leader prior to processing of payment
- Creditor details contained in the Practical System maintained on regular basis and updated when required

- Weekly advice provided to Corporate Services Team Leader in regards to projected Creditor payment amounts

Selection Criteria

Skills:

- Well developed verbal communication and interpersonal skills to effectively work and participate in a team based environment, liaise with a variety of internal staff and provide good customer service.
- Ability to maintain confidentiality at all times
- Well developed computer skills including a working knowledge of the Microsoft Office software suite;
- Ability to work unsupervised and within set procedures

Qualifications or Relevant Experience:

- Previous experience working within Local Government
- Experience working in the financial, book keeping or accounting area
- Experience with Practical Accounting Package, preferred
- Experience with Infoxpert record keeping system, preferred
- Basic book keeping or business qualifications

Knowledge:

- A working knowledge of the Workplace, Health and Safety Act 2011 and Regulations.
- Understanding of key financial concepts
- Knowledge of Local Government Act 2009 and associated regulations beneficial but not essential
- Experience in or knowledge of Goods and Service Tax
- Knowledge of basic accounting or financial principles