



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

Accounts Payable Officer

Schedule of Responsibilities and Person Specification

Reports to: Management Accountant

Purpose of the Position:

- To work as part of a team to ensure that all College accounts are paid to suppliers in accordance with agreements and standard business practice.
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Functional Relationships

- All teaching and non-teaching staff
 - College suppliers
 - College tenants
 - College parents
 - Students
 - Members of the public
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Principal Tasks

- Payment of all accounts to College and Foundation suppliers
 - Receipt all invoices, statements and reimbursements
 - Approval sought for all invoice payments
 - Coding of all invoices and reimbursements
 - Enter invoices in College accounting software
 - Reconcile invoices to supplier statements for 20th of the month
 - Generate payment schedules for 20th of the month
 - Dispatch payment advices
 - Ensure payment terms are met

- Preparation of electronic payments
 - Bank reconciliations through College accounting software
 - Entry of bank details into cash book system
 - Scan all invoices and payments in archival database
 - Additional tasks as required
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Essential

- Excellent knowledge of accounts payable systems
 - Numeracy aptitude
 - Excellent interpersonal skills
 - Ability to prioritise and organise work
 - Currently entitled to work in New Zealand
 - The Accounts Receivable Officer will be police vetted under the Vulnerable Children Act (2014)
 - Required to dress in a manner appropriate to the position and duties being carried out
 - Christ's College is an Anglican school and employees are expected to be supportive of its character and heritage
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