



Organisation Purpose

Deakin University Student Association (DUSA) was formed in 2001 with the amalgamation of five different student associations across all the Deakin campuses. DUSA is run by students, for students, and is independent from the University. We aim to provide students with the No1 University Experience by delivering programs and services that make a difference to Deakin students as they navigate through their time at university.

Position Details

Position title:	Accounts Payable Officer
Department:	Finance
Location:	Burwood
Reports to:	Finance Manager
Supervises:	None
Last updated:	January 2024

Position Purpose

The purpose of this position is to:

- Provide financial and administrative support to ensure effective, efficient and accurate processing of financial accounts, including the preparation and processing of accounts payable.
- Manage cash flow and the deposit portfolio including account reconciliation.
- Work closely with the Finance Manager to provide required financial reports, ensure compliance requirements are met and respond to any other financial queries.

Key Responsibilities

Accounts Payable
<ul style="list-style-type: none">• Ensure timely and accurate processing of all accounts payable invoices and reimbursements to the accounting system on a daily basis.• Process all direct debit invoices e.g. merchant fees, on a daily basis.• Process credit card transactions monthly.• Check and process all payment files, including international and Paypal payments.• Reconcile vendor statements monthly.• Maintain accurate and up to date vendor records.• Investigate credit balances.
Banking and Cash Flow Management
<ul style="list-style-type: none">• Monitor and update Cash Flow including spreadsheets and ensure enough operating cash for daily activities.• Administer all term deposits including new term deposit setup, redemptions and rollover.

Financial Reporting

- Assist in preparation and lodgement of BAS.
- Assist in preparation and lodgement of FBT return.
- Assist in preparation and lodgement of Workers Compensation premium declarations and estimates.
- Assist with ad hoc financial reports as requested and respond to other financial queries.
- Assist with maintenance of Jet Reports including set up of dimension codes and checking of reports.
- Ensure club reports run and are distributed to club executives.
- Reconcile club reports to the general ledger periodically.

General Accounts

- Complete General Ledger reconciliations on a monthly basis ensuring any discrepancies are verified and resolved.
- Identify and implement process improvements.
- Assist the team with tasks to ensure compliance with deadlines.

Position Scope

This position description is not intended to be all-inclusive. The employee may perform other related duties within their scope of capability as required to meet the on-going needs of the department and/or organisation. Employees may be required to work across all DUSA sites.

Key Selection Criteria

Knowledge / Skills

- Demonstrated knowledge of accounting and taxation (GST & FBT).
- Advanced MS Office skills, data entry and record keeping skills.
- Knowledge of financial software preferably Business Central and Jet Reports.
- Attention to detail and ability to complete tasks with a high level of accuracy.
- Well-developed written and verbal communication, negotiation and interpersonal skills for liaising with staff, students and external bodies.
- A demonstrated understanding of, and a commitment to high quality internal customer service.
- Excellent time management and organisational skills, the ability to prioritise workloads and meet deadlines.
- Initiative, self-motivation and good problem-solving skills.

Experience / Qualifications

- Degree in Accounting or Business discipline (desirable)
- 3+ years proven experience in a similar role.

Key Personal Characteristics

- Trust and honesty.
- Understanding of a membership based not-for-profit organisation.
- Ability to work as part of the team.

Terms & Conditions

OH&S
<p>DUSA adheres to all Occupational Health & Safety (OH&S) regulations as an Employer. As an employee you have an obligation to take reasonable care to ensure your safety and health at work and that of others in the workplace. It is incumbent of you to meet all OH&S policies, rules and regulations.</p> <p>Inherent Requirements - Physical Demands</p> <ol style="list-style-type: none"> 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 3. While performing the duties of this job, the employee is regularly required to sit, walk and stand ; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. 4. The employee is required to stand and walk, or move about the work environment including around campus including up and down stairs. 5. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus, use of a computer screen.
Capability Status
<p>You will be required to meet the following:</p> <ul style="list-style-type: none"> • Current and satisfactory National Police Record Check. • Current valid Working with Children Check.

Position Description Acknowledgement Form

<p>I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.</p>	
Employee Name	
Employee Signature	
Date	