

Position Description

Accounts/Payroll Officer

Position Details

**Position Title** Accounts/Payroll Officer

**Classification** EMRC Renumeration Classification Level 8

**Position Number** A0197A

**Basis of Employment** Full Time

**Team Name** Business Support - Finance Team

Position Objectives

* To prepare an accurate and timely fortnightly payroll for all wages and salaried employees, ensuring that payroll practices and procedures comply with the relevant Industrial Awards, Australian Taxation Office, and other statutory requirements.
* To provide specialist advice to management and employees on payroll related matters.
* Responsible for the management of the organisation’s assets.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Payroll Responsibilities

* Prepare and process the fortnightly payroll in accordance with statutory requirements, ensuring all relevant documentation is received and checked for accuracy and completeness prior to processing, and all necessary reconciliations are completed.
* Accurately interpret and apply industrial Awards and Agreements as they relate to the payment of wages and salaries.
* Perform the required calculations and reconciliations for employment terminations and ensure the required documentation is received from the relevant manager and/or Human Resources.
* Calculate wage and salary back-payments for wage increases and other payroll adjustments and ensure accurate documentation is received and recorded to support the payments.
* Maintain accurate leave records for all employees, ensuring periodic reconciliations are performed to maintain the integrity of the data.
* Manage the long service leave entitlements for all employees ensuring accurate records are maintained relating to continuity of service within local government.
* Maintain accurate employee and wage rate records in the payroll system and action any required changes in a timely manner.
* Reconcile PAYG taxation deductions and superannuation contributions and prepare remittances for payment, ensuring the organisation’s taxation and superannuation obligations are met.
* Maintain accurate employee superannuation records including contributions by employees and Council.
* Produce fortnightly payroll reports as required.
* Perform month-end reconciliations and reporting in accordance with the organisation’s procedures, processes and requirements.
* Perform the year-end reconciliation processes for payroll, including the preparation of PAYG Payment Summaries, and ensure accurate information is forwarded to the Australian Taxation Office.
* Prepare statistical returns relating to payroll including those required by the Australian Taxation Office (ATO), Australian Bureau of Statistics (ABS), Centrelink and the Child Support Agency.
* Develop, maintain and review work procedures relating to the payroll function.
* Educate responsible employees and managers in payroll procedures and practices and provide accurate and timely advice to employees and management on payroll related matters.
* Actively seek and report on methods of improving systems of work, policies and practices, to ensure the continuous improvement of the payroll function.
* Ensure that information provided is correct, factual, timely, customer focused, and in accordance with the relevant legislation and the organisation’s procedures and processes.

Accounts Responsibilities

* Manage organisational assets, produce depreciation and other associated journals, and maintain an up-to-date asset register of acquisitions, disposals and transfers.
* Responsible for the set up of accounts in the plant subsidiary ledger.
* Responsible for the calculation and claim via the quarterly BAS return of the diesel fuel rebate.
* Processing of month end financial allocations and journals.
* Responsible for seeking reimbursement for mobile phone accounts.
* Undertake monthly bank reconciliation process.
* Receipting and banking of cash/cheque payments received.
* Processing of debtor’s EFT payments extracted from bank statements.
* Preparation, reconciliation and lodgement of the BAS return.
* Preparation and processing of all debtor’s invoices and the provision of supporting documentation.
* Responsible for processing the weekly waste management operations cash sales summaries.
* Undertake debtor reference checks when required.
* Responsible for the update of the electronic FBT program in relation to disposed vehicles. Assist with the preparation of the annual FBT return.
* Responsible for reconciling and processing of Recipient Created Tax Invoices (RCTIs).
* Reconcile creditor’s invoices/statements including verification of purchase orders, GST compliance, and computations, and process for payment.
* Prepare petty cash, cheque and EFT payments.
* Responsible for reconciling and processing of petty cash, if applicable.
* Create and maintain creditors and debtors details in SynergySoft financial system.
* Receipt payment transactions received for debtors accounts.
* Reconciliation and processing of monthly Corporate Credit Card statements (including follow up of authorisation).
* Process monthly Transfer Station invoices (including Mathieson, Coppin and Baywaste transfer stations).
* Processing & payment of quarterly Councillor’s meeting fees.
* Raise and process debtor’s credit notes as required.
* Follow up outstanding debtors on a regular basis.
* Facilitate and maintain effective liaison with internal and external customers, and respond to enquiries in a timely manner.
* Work effectively as a member of the finance team and assist team members in the achievement of business unit goals.
* Provide support and back up to the Finance team when required, including during periods of absence.
* Any other tasks as directed by the Finance Team Leader

Occupational Safety and Health (OS&H) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Occupational Safety and Health.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Work effectively as a member of the finance team and assist team members in the achievement of business unit goals.
* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Substantial knowledge of and experience with computerised payroll and financial systems and procedures.
* Excellent working knowledge of superannuation, taxation, and workers compensation requirements as they relate to the payroll function.
* Demonstrated understanding of Australian Taxation Office requirements relating to GST.
* A sound working knowledge of, and experience with, assets management systems.
* A sound working knowledge of organisational financial activities including purchasing, accounts receivable, accounts payable and receipting procedures/systems, including reconciliations.
* Well developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers and to proactively resolve queries and problems.
* Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.
* Demonstrated analytical and problem solving skills.
* A high level of computer literacy and accurate data entry skills, including proficiency in the use of MS Word, Outlook and Excel.
* Well developed organisational skills with a proven ability to effectively prioritise multiple tasks to meet strict deadlines
* Proven ability to apply the appropriate level of discretion and confidentiality to the role
* Ability to work effectively with system, processes and procedures
* Ability to exercise sound judgement and show a high level of initiative
* Ability to work effectively under pressure within a busy team environment and also with minimal supervision
* Well developed time management and organisational skills.
* A can-do attitude, flexible and mature approach to work tasks, and a willingness to learn
* Knowledge of and experience with electronic records management systems
* Knowledge of local government functions and structure.

Experience

* Demonstrated experience with end-to-end payroll processing, and month-end reconciliations and processes.
* Experience in working with and interpreting Industrial Awards and Agreements.
* Previous experience in an accounting environment including accounts receivable and accounts payable processes and reconciliations.
* Experience with Assets Management System.
* Experience with the accounts receivable and accounts payable functions.
* Experience at an intermediate or advance level with Excel spreadsheets.

Qualifications

* Possession of or progression towards qualifications in Accounting or relevant field is desirable.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).

Organisational Relationships

**Responsible to** A0018A – Finance Team Leader

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

 **External** WA Local Government Association (Workplace solutions)

 Local Government Authorities

 Credit reference agencies

 Government Agencies including the Australian Taxation Office

 Centrelink and the Child Support Agency

 WALGA

 Superannuation Account Administrators

 Australian Taxation Office

 Suppliers and contractors

Extent of Authority

* This position operates under the limited supervision of the Finance Team Leader and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

* Substantial knowledge of, and experience with, computerised payroll systems, processes and procedures, and the interpretation and application of industrial awards and agreements.
* A sound working knowledge of, and experience with, computerised accounting systems and procedures.
* A sound working knowledge of, and experience with, assets management systems.
* Developed knowledge of and experience with the accounts receivable and accounts payable functions, including reconciliations.
* Sound knowledge of superannuation, taxation and workers compensation requirements as they relate to the payment of salaries/wages and the creditors function.
* A high level of computer literacy and accurate data entry skills, including Excel spreadsheets at an intermediate or advance level and proficiency in the use of other MS Office applications.
* Well developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers and to proactively resolve queries and problems.
* Demonstrated ability to effectively organise own workload and manage priorities to ensure deadlines are met.
* Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.

**Desirable**

* Possession of or progression towards qualifications in Accounting or relevant field.
* Experience with SynergySoft financial software.
* Experience with Assets Management System.
* Knowledge of and experience with electronic records management systems.
* Knowledge of Local Government functions and structure.
* Well developed time management and organisational skills.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** November 2022

**Reviewed** Manager Financial Services

**Updated** Manager Financial Services

**Approved** Chief Financial Officer