

### Duties of the Position

#### ACCOUNTS PAYABLE ASSISTANT - ROLES AND RESPONSIBILITIES

The Accounts Payable Assistant is a developing finance professional who supports the Assistant Accountant and Payroll Officer, consultancy teams and management team to provide key accounts payable duties at Biosis. The Accounts Payable Assistant reports to the Financial Controller. The main duties of this role are providing general accounts payable duties as well as providing APS Help Desk assistance, and various administration duties including data entry, filing and reporting as required.

#### Key Responsibility Areas

Key responsibilities of the Accounts Payable Assistant will comprise:

1. General
  - 1.1. MYOB data entry
  - 1.2. Processing of supplier invoices and bills
  - 1.3. Processing of staff expenses
  - 1.4. Processing of disbursements
  - 1.5. Providing the manifest for and reconciliation of credit card disbursements for all credit card holders
  - 1.6. Bank Reconciliation
  - 1.7. Timesheet review
  - 1.8. Assisting in monthly closing
  - 1.9. Processing of petty cash
  - 1.10. Management of Cab Charge
2. APS Support (Payables)
3. Filing
4. Reporting as directed
5. Other Duties as Required

## Duty Statement

*There are several regular tasks which are critical to the functioning of the business. As an employee you are expected to perform these tasks as a matter of course. These are:*

- ❖ *key performance criteria as determined each year by your team leader/manager.*
- ❖ *as regular daily or weekly tasks: **a)** timesheets (submitted to administration and entered into the Biosis APS Database by noon on Monday every week); **b)** active participation in the timetabling process; **c)** recording your daily whereabouts in "Outlook IPFX"; and, **d)** invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your team leader/manager).*

## Accounts Payable

1	General	
1.1	MYOB Data Entry and Account Monitoring (> 98% accuracy & timeliness)	
1.2	Entering creditor invoices (Manual and Imports)	As required
1.3	Monthly creditor reconciliations	Monthly
1.4	Other account reconciliations	As required
1.5	Bills	As required
1.5.2	Matching purchase orders with invoices (> 98% accuracy)	As required
1.5.3	Entering bills to pay (> 98% accuracy & timeliness)	Weekly
1.5.4	Resolve invoice discrepancies – correspondence with creditors and respond to inquiries (within agreed timelines)	Daily
1.5.5	EFT payment and cheque run preparation	Fortnightly
1.5.6	Quality checking of tax invoices - ABN number (via ABR Website) (100% accuracy)	Daily
1.5.7	Allocate to correct GL account and category (> 98% accuracy)	Daily
1.6	Staff Expenses (100% timeliness)	As required
1.6.2	Entry of staff expenses from APS expense claim into MYOB	
1.6.3	Check for correct GST claim	As required
1.6.4	Verify valid receipts to justify claim	As required

1.7 Disbursements	
1.7.2 Verify disbursement invoice and enter in MYOB (if applicable), checking disbursements in APS (> 98% accuracy)	As required
1.7.3 Ensure disbursements are posted in APS prior to 28th of each month	Monthly
1.7.4 Provide manifest for and reconcile credit card disbursements for all credit card holders (> 95% accuracy)	
1.7.5 Import credit card details into MYOB	Monthly
1.8 Bank Reconciliation	Daily
1.9 Download bank statements from internet	Daily
1.10 Entry of Direct Debit Payments from Bank	Daily
1.11 Entry of Expense Payments	Daily
1.12 Working with accounts team to coordinate completion and full reconciliation of all bank accounts	Daily
1.13 Update day by day cash flow	Daily
1.14 Timesheet checking (timely & accurate)	
1.15 Assist with weekly timesheet completion and close	Weekly
1.16 Accounts Payable assistance and Covering Accounts Payable when Assistant Accounts and Payroll Officer is on leave	As required
1.17 Petty cash custodian	
1.17.2 Directly responsible for petty cash funds and receipts to verify expenditure	As required
1.17.3 Keep funds locked and secure	As required
1.17.4 Reconciliation	Monthly
1.18 Cab Charge Custodian	
1.18.2 Directly responsible for allocation of Cab Charge slips	
1.18.3 Must ensure cab charges are kept secure	
1.18.4 Reconciliation of Cab Charge invoice and usage	Monthly
1.18.5 Report misuse immediately to Financial Controller	As required
1.19 Assist in monthly closing	

1.19.2	Using month end check list work with accounts team to complete month end, including:	Monthly
1.19.2.1	APS Post and Close Timesheets and disbursements	Monthly
1.19.2.2	APS Close Debtors	Monthly
1.19.2.3	Preparation of Journals for WIP Time and WIP Disbursement	Monthly
1.19.2.4	Preparation of interoffice journals	Monthly
1.19.2.5	Preparation of Head Office Costs	
1.19.2.6	Reconciliation of WIP Accounts	
2	APS Support (Payables)	Monthly
3	Filing	
3.1	Attend to the filing of all business documents to ensure fast access when required and keep all details confidential	Monthly
4	Reporting as directed	
4.1	Cash flow report to Financial Control and Director Operations	Weekly
4.2	Report package completion for whole of company and each office	Monthly
5	Other Duties as Required	