

Accounts Payable Officer | PSC1226

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Company: Port Stephens Council

Location: Australia

Category: other-general

Permanent part-time position. Working three days per week within a flexitime band that enables you to design your own work patterns for a 21 hour week! Location: Council's Administration building at Raymond Terrace Be part of a team providing procure to pay solutions in a high performing and collaborative culture! Immediate start! Permanent part-time position. Working three days per week within a flexitime band that enables you to design your own work patterns for a 21 hour week! Location: Council's Administration building at Raymond Terrace Be part of a team providing procure to pay solutions in a high performing and collaborative culture! Immediate start! The Perfect Opportunity Our Finance unit has an exciting opportunity to join their team on a permanent, part-time basis as Accounts Payable Officer. Providing the day to day high level of administration support to the Procure to Pay Team is only one part of this role. You'll offer a comprehensive and well-balanced approach in the delivery of supplier payments and all associated financial Procure to Pay processes to a demonstrated high level of accuracy and precision. You'll be passionate about exceeding customer service expectations and supporting a team in both a challenging and rewarding environment. Your Team Lead by our Procure to Pay Team Leader, you'll be joining a team that are an extremely collaborative group of high achievers - we thrive in an agile environment where change and innovation is the norm. We're a small but dynamic team who aren't afraid to challenge the status quo, supporting each other through whatever might be thrown our way. Enough about us, we want to hear about you! So tell us about... Your experience and understanding of accounts payable Your ability to manage your time and prioritise your workload whilst working as part of an effective team. Please note: Only the

criteria above needs to be addressed in the application, however you'll be assessed against the full list of Essential Criteria located within the Position Description We want you to love PSC as much as we do, so here's a taste of some of the perks you can expect: Base Salary Range: \$37,515 - \$41,390 pa based on a 21 hour week + 11% superannuation + \$1,370 retention allowance Confidential support (including mental health) through our employee assistance program Long service leave when you've been with us for just over 5 years Paid Parental Leave so you can spend more time with your new little human A wellbeing program, including meditation, gym discounts and fitness incentives Ongoing personal and professional development programs available during work hours Free parking on site and a convenient local shopping centre Coffee and food to keep you sustained at our on-site café And lots more... Ready to change your outlook and join the awesome team at PSC? These opportunities don't come up often... apply by midnight, 23 April 2024. For further information on the role, please contact Beth Wood, Procure to Pay Team Leader on 02 4988 0298 for a confidential discussion. We never discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status. We're a 2024 Circle Back Initiative Employer - we commit to respond to every applicant. We've partnered with the Veterans Employment Program to support veterans finding suitable, sustainable and meaningful employment. Port Stephens Council adheres to the principles of a child safe organisation and supports children and young people having safe and welcoming experience in our community, accessing our facilities and in our care.

#J-18808-Ljbffr

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