

Position Description

Position title:	Accounts Payable Officer	Reports to:	Accounts Payable Team Leader - Norwest Corporate – Finance BaptistCare
Program / Department:	Finance - BaptistCare SA	Primary work location/s:	BaptistCare SA - Wayville
Direct reports:	N/A	Key stakeholders:	Suppliers of goods and services to BCSA, Managers and staff of BCSA
Award:	SCHADS	Classification:	Level 2

Who we are.

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

Integrity Ensuring personal and corporate transparency and the highest ethical standards.	Compassion Treating people and communities with empathy, dignity and fairness.	Empowerment Releasing individual strengths that promote personal and community transformation.	Innovation Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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About the role

The role of the Accounts Payable Officer is to support the financial operations of the organisation through accurate and timely processing of accounts payable transaction and addressing related queries.

Major Functional Responsibilities:

- Support the AP team in processing accounts payable transactions, ensuring all AP functions are operating effectively and efficiently and that functions are completed accurately and on a timely basis.

- Accurate processing of invoices and credit notes, employee reimbursements, client and government refunds and petty cash reimbursements.
- Process EFT and Bpay payment runs, direct EFT processing for approval and ensure internal controls are in compliance with BaptistCare policies and procedures and document retention requirements.
- Reconcile creditor statements on a regular basis ensuring un-reconciled items are followed up and cleared up promptly.
- Administration, accurate processing, follow-up and reconciliation of Corporate Credit Card expenditure in the Credit Card Module and ensuring compliance with the Company's policy relating to corporate credit cards.
- Support the AP team leader in ensuring the month-end processes are completed on a timely basis including monthly AP control account reconciliation and any variances or issues are investigated and cleared promptly.
- Assist the AP team leader in preparation of audit files to support annual statutory accounts.
- Work in close partnership with other Finance staff to ensure the efficiency and effectiveness of processes, accuracy and timeliness of information.
- Assist the AP team leader in managing and building relationships with key internal and external stakeholders.
- Any Ad-Hoc tasks as directed by the AP team leader.

Business Information, Systems & Communication:

- Responds to system / process related queries related to the position.
- Document procedures and job aid are relevant to the position.
- Improve process in efficiency and accuracy.
- Provision of professional customer service (timely, accurate and polite).
- Provision of guidance to internal customers regarding processes.
- Effective communication with customers, working as a team with other AP team members.
- Ownership and follow up of all issues related to the position's areas of responsibility

Leadership/Individual & Team Objectives:

- Participating in team and organizational projects as required.
- Effective time management.
- Participate in team meetings.
- Actively support team goals.
- Support team members in the attainment of goals.
- Participate in the setting of team and personal goals.
- Participate in formal performance planning and review.

Professional Network & Knowledge:

- Participate in development programs.
- Participate in multi-skilling projects – within the individual team and across teams.
- Seek to identify development opportunities

Quality and continuous improvement:

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.

- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety:

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives:

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

Essential qualification and experience:

- Tertiary qualification in accounts administration, accounting, finance or related field.
- Minimum three (3) years' workplace experience in accounts payable function in an environment with high volume and a wide variety of financial transactions.
- Intermediate excel skills and experience with operating accounting systems.
- Demonstrated experience to be hands-on as required to ensure the AP team deadlines.
- Experience in the AP month-end and year-end processes.

Essential competencies:

- Ability to drive improvements to systems and processes and support high performance service delivery of the AP Team and efficient and effective processing of accounts payable transactions.
- Demonstrated ability to work independently, recognize issues and use initiative to identify and discuss proposed solutions.
- Strong level of accuracy and attention to detail.
- Ability to organize, prioritize daily duties and multi-task.
- Ability to develop relationships within a team and across related teams.
- Good written and verbal communication skills, supported by a demonstrated capacity to manage positive relationships within a team and with a range of stakeholders.
- Willingness to take an active responsibility in achieving the objective of the team.

- Understanding of how the Mission and Values of BaptistCare impacts on the workplace and a capacity to work within that understanding.
- Demonstrated understanding of the principles of a customer focused service supported by the ability to respond to queries in a friendly and professional manner when under pressure

Desirable qualifications, competencies and experiences:

- Ability to solve problems and verbalize solutions.

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- National Police Clearance as per the Background Screening Check Policy
- A valid full South Australian drivers' license (C Class)

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	People and Culture Business Partner	Version:	1
Effective Date:	December 2025	Review Date	December 2028