

Position Description

Purchasing and Accounts Payable Officer

Position	Purchasing and Accounts Payable Officer
Employment Type	Permanent Full-Time (Monday-Friday 8:00am-4:10pm)
Position Reports to	Chief Financial Officer

General Description of the Position	<p>To manage the purchasing of and payment for supplies required in the operations of the Mueller Campus which includes the ministries of Mueller College, Mueller Community Church, Early Learning Centre and Outside School Hours Care and other associated entities.</p> <p>The incumbent engages in work that is generally prescribed and will operate within the framework of established specialised procedures, workplace routines, deadlines and expectations. In addition, the position is required to develop methods and techniques that continuously improve the efficiency of financial processes.</p>
Specific Duties and Responsibilities	<ul style="list-style-type: none"> • Support the ministry and philosophy of Mueller Community Church. • Work within a team environment demonstrating a Christian commitment to staff / student / parent / supplier / courier relationships. • Process purchase requests from staff within time-frame expectations. • Prepare and send purchase orders to suppliers. • Update records of purchased products, delivery information and invoices. • Liaise with new and existing suppliers regarding supply, service and quality issues. • Track orders and ensure timely delivery to site. • Communicate with staff regarding deliveries and estimated times of arrival (ETAs)

	<ul style="list-style-type: none"> • Obtain a solid understanding of purchasing and accounts payable processes, policies and systems. • Be a key point of contact for advice and guidance to staff regarding purchasing procedures. • Accurately process creditor invoices in Xero and the DMS workflow system including the coding of general ledger accounts, GST and tracking categories. • Pay professional development requests entered in DMS. • Upload creditor payments to the banking website. • Reconcile monthly corporate credit card statements. • Reconcile creditor statements to ensure all invoices are paid and that credit notes or adjustments are applied. • Manage petty cash. • Prepare and lodge credit applications to suppliers. • Complete established routines with minimal supervision. • Operate in accordance with specific objectives and strategies determined for the effective management of resources. • Attend all mandatory training provided by employer. • Provide coverage for other finance staff and attend to other tasks as directed by Management.
<p>Essential Qualifications, Skills and/or experience</p>	<p>Personal Attributes</p> <ul style="list-style-type: none"> • Excellent communication skills, both written and oral. • Good time management and organizational abilities. • Ability to create and maintain simple, uncluttered processes. • Approach tasks in a proactive, solutions-oriented manner. • Reliable, flexible and courteous. • Ability to function independently and as a member of a team. • Ability and willingness to maintain harmonious interpersonal and working relationships. • Integrity and confidentiality are of the utmost importance. • Proven ability to meet deadlines within a busy environment. • Be willing and flexible to alter roles according to demand.

	<p>Qualifications, Skills, Experience</p> <ul style="list-style-type: none"> • Adherence to legislation, industry standards and Mueller College policy and procedures. • Substantial previous experience as a Purchasing Officer, Accounts Payable Officer or a related role. • Attention to detail with the ability to accurately process orders and requests. • An understanding of College software packages including Xero, Excel and Word. • A Certificate IV or Diploma in Business is preferred, but not strictly required. <p>Manual Handling Tasks for this Position</p> <table> <tr> <td>Lifting</td> <td>10%</td> <td rowspan="10">}</td> <td rowspan="10">Lifting boxes/equipment Pushing trolleys</td> </tr> <tr> <td>Bending</td> <td>10%</td> </tr> <tr> <td>Twisting</td> <td>5%</td> </tr> <tr> <td>Pushing</td> <td>5%</td> </tr> <tr> <td>Squatting</td> <td>5%</td> </tr> <tr> <td>Kneeling</td> <td>5%</td> </tr> <tr> <td>Reaching out</td> <td>10%</td> </tr> <tr> <td>Reaching up</td> <td>5%</td> </tr> <tr> <td>Sitting</td> <td>15%</td> </tr> <tr> <td>Standing</td> <td>30%</td> </tr> </table>	Lifting	10%	}	Lifting boxes/equipment Pushing trolleys	Bending	10%	Twisting	5%	Pushing	5%	Squatting	5%	Kneeling	5%	Reaching out	10%	Reaching up	5%	Sitting	15%	Standing	30%
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All applications need to include the following.

- 1. Cover letter**
- 2. Personal statement of faith**
- 3. Current CV**