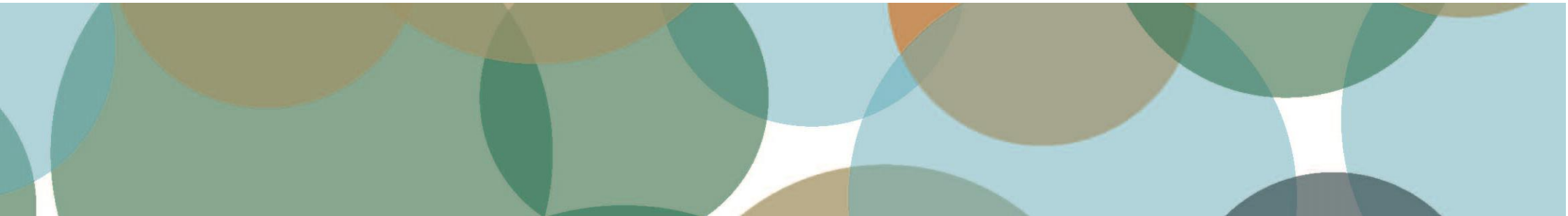




Position Description

**Finance officer:
Accounts Payable and Cash**



Reports to:	Finance Manager
Direct Reports:	None
Works With:	Finance officers, Pastoral Team and other budget holders, Auditors
Purpose:	Full accounts payable role including capturing, coding and reconciliation of all payments made on behalf of Gateway Baptist Church and Cash handling process and banking.
Load:	22.8 -30.4 hours per week
Location:	Mackenzie Campus, Gateway Baptist Church
Effective:	March 2019

Gateway Baptist Church has a regular attendance at Sunday services of around 2,500 people across four campuses and undertakes ministries and activities to advance the kingdom of God and provide physical, mental and spiritual healing to the local, national and international communities.

The Accounts Payable role is responsible for the provision of accounts payable services in accordance with accounting standards and legislative requirements as well as Gateway standard procedures. This includes; reconciling the expense management system for commercial cards, including commercial card administration ,credit applications and supplier administration, capturing and coding of supplier bills and reimbursement for staff and volunteer expenses made on behalf to the church, payment and reconciliation of all payments including general ledger reconciliations for monthly accruals and pre-payments, working closely with the other finance officers and accountant to ensure monthly and annual reporting is accurate and timely, contribute to monthly reports for managers to support budget management and efficient finance processes.

This role also includes some of the cash handling procedures required to support ministries and activities in a financial services capacity by setting up floats, reconciliation of cash, taking sheets and administration of EFTPOS facilities.

PRIMARY RESPONSIBILITIES	PRIMARY OUTCOMES
Commercial Cards Administration	<ul style="list-style-type: none"> • Administration of commercial cards in accordance with Gateway standard procedure including ordering of new and replacement cards and the issuing cards to staff in a timely manner • Cancellation of cards as and when needed in a timely manner
Expense management system – ‘Flexipurchase’ uploads and reconciliation according to standard procedure	<ul style="list-style-type: none"> • Maintain all administration duties regarding Flexipurchase including coding and user changes in an accurate and timely manner. • An accurate and timely monthly upload from Flexipurchase into Xero • A completed reconciliation between uploads and commercial card bank account • Timely reporting of all extraordinary expenses to the Finance Manager
Credit Applications and Supplier Administration	<ul style="list-style-type: none"> • Prepare in a timely manner all credit applications for new suppliers • Maintaining Gateway’s approved supplier lists.
Accounts Payable: capture, code, reconcile and pay bills and requisitions.	<ul style="list-style-type: none"> • Accurate and timely capturing and reconciling supplier bills including follow up with budget holders regarding outstanding bills, authorisation issues and coding discrepancies. • Excellent, approachable, friendly and supportive relationship with all staff, budget holders and suppliers. • Ensure the accurate capturing of all GST claimed on expenses and capital. • Preparing weekly pay run to suppliers according to standard procedures. • Maintain an accurate and timely recurring payment schedule according to standard procedures.

<p>General Ledger reconciliations for accruals and pre-payments schedules and journals</p>	<ul style="list-style-type: none"> • Post and maintain an accurate pre-payments schedule and process all related transactions. • Reconcile all transactions initiated to Balance Sheet lines in an accurate and timely manner. • Compile an accurate monthly accrual provision journal including reversals by scrutinising all expense accounts on a monthly basis for recurring and utility bills and all ad hoc expenses to ensure proper, accurate and timely accrual provisions. • Reconcile and maintain an accurate accruals schedule.
<p>Cash handling and financial services</p>	<ul style="list-style-type: none"> • Administration of the cash handling procedure manual. • Supporting the Finance Manager in training, implementation and compliance of cash handling procedures at all venues and campuses, in a timely manner. • Counting team and cash collection support for all venues and campuses in line with procedure manual • Accurate and timely set up and reset of cash floats for all ministries at all campuses including managing the reconciliation and reset of the master float. • Accurate schedule of cash on hand and floats that reconciles to the general ledger • Support the accountant in the administration, maintenance and implementation of all merchant facilities and EFTPOS Terminals • Cash handling, risk mitigation and support to ministries at larger events. • Excellent, approachable, friendly and supportive relationship with counting teams and all volunteers, staff and contractors.

KEY COMPETENCIES	KEY PERSONAL ATTRIBUTES
<p>CHARACTER</p> <ol style="list-style-type: none"> 1. Lifestyle consistent with a growing Christian faith; 2. Demonstrated ability to be self-motivated, able to work independently and solve problems proactively; 	<ul style="list-style-type: none"> • Personal and growing relationship with Jesus • High level of personal integrity • Problem solver

<p>COMPETENCE</p> <ol style="list-style-type: none">1. Demonstrated experience in hands on financial procedures, reconciliation and processing in the accounts payable environment that fully comply with accounting standards;2. Demonstrated experience in cash handling;3. Experience administration of merchant facilities;4. Experience in producing schedules related to accounts payable and cash.5. Intermediate skills in Excel and accounting software;	<ul style="list-style-type: none">• Personable, Relational, Communicative• Team Player as displayed through a positive and solution focused attitude.• Support and exhibit Gateway Vision, Mission and Values.• Ideally, contribute to the Gateway family by regularly attending a Sunday service with a view to life group connection and church membership.
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