

AO2 Accounts Payable 36.25 hours per week

Temporary full-time 11/07/2022 – 23/06/2023

YOUR ROLE  
• Accounts Payables – School  
• All Accounts Payable Phone Enquiries  
• Processing Requisitions/Purchase Orders  
• Processing Payments of Invoices  
• Processing of Corporate Cards for Monthly Reconciliation  
• Assistance with Monthly Bank Reconciliation  
• Archiving as required  
• Checking Daily Banking  
• Receiving Deliveries  
• Edquipping Equipment  
• School Stocktake  
• Equipment Write-offs  
• Journaling of Monthly Reports – Web Cashier  
• Maintain Web Cashier  
• Assisting with Budget Adjustments  
• Assisting and overseeing SEU purchases and corporate card with SEU  
• Assisting with End of Term Evaluation Checklist and End of Year Rollover  
• Assisting with Accountable Forms Register and SRS forms with Accounts Receivable

• Other duties outlined in the A02 Administrative Officer (Generic) role description

SUITABILITY CRITERIA  
1) Demonstrated knowledge, or ability to rapidly acquire knowledge, of departmental administrative policies, practices and procedures used in schools, particularly human resource and financial processes.

2) Performs under direction, with the capacity to develop, organisational skills and ability to manage multiple tasks, prioritise work demands and meet deadlines.

3) Capacity to coordinate office administration systems and contribute to the effective operation of a team providing quality school services.

4) Works with supervisor to review and develop systems and services to meet the needs of a changing organisational environment.

5) Demonstrated interpersonal and communication skills (both written and oral) including the ability to communicate messages clearly and concisely, to deliver quality service outcomes for the school community.

MANDATORY REQUIREMENTS

 Current paid Working with Children Blue Card

 Undertake a Criminal History Check

 Proof of COVID vaccination status

HOW TO APPLY  
Refer to [www.bremershs.eq.edu.au](http://www.bremershs.eq.edu.au), clicking on Our school and selecting Jobs for a more descriptive role description and Suitability Criteria. If you are interested, address the ***Suitability Criteria***outlining your ability to carry out the duties, with a 2 page resume including contact details of two referees, one being your current supervisor. Applications close on Friday, 26 June 2022 by email to [rrich108@eq.edu.au](mailto:rrich108@eq.edu.au) For more information phone Rebecca Richardson on (07) 3810 9331.