

POSITION DESCRIPTION

POSITION:	Casual Accounts Payable Officer
AREA:	Finance
REPORTS TO:	Finance Operations Accountant
DIRECT REPORTS:	N/A

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV's vision is to achieve health equity for rural, regional and Aboriginal Victorians.

At RWAV we create sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities.

We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

To apply contemporary workforce development strategies that advance rural, regional and Aboriginal Victorians' access to high-quality health care.

OUR VALUES

It is integral for all of our employees to share in our values of **Respect, Accountability, Collaboration, Innovation and Courage.**

YOUR ROLE

RWAV is looking for a accounts payable officer on a casual basis to join our Team in the Melbourne CBD.

You will be called upon to work between 4 to 8 hours each week, to undertake accounts payable activities and the role would potential suit someone who resides in the Melbourne CBD.

KEY RESPONSIBILITIES

- Set up new contact/customers in XERO;
- Validate and enter supplier invoices for payment;
- Undertake the exportation of invoices for payments from internal database systems to XERO and validate for payment;
- Work with internal teams to ensure accurate data and information;
- Research and resolve discrepancies;
- Ad-hoc financial tasks as requested;

You should possess:

- Two (2) years' proven experience in a similar role;
- Experience in using XERO;
- Excellent communication skills;
- Commitment to a high level of service for both internal and external customers;
- Consistently achieve deadlines;

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----