



ACCOUNTS PAYABLE Administrator

**Temporary, casual position based at in the Finance Department at Keilor Campus
Immediate start**

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.

ABOUT THE POSITION

Due to staff illness, the College is seeking an experienced Accounts Payable Administrator to work on a temporary, casual basis.

Responsibilities will include, but not be limited to:

- Matching and coding of invoices
- Processing supplier invoices following the organisations approval processes
- Ensure timely payments are made of supplier invoices via EFT, direct deposit and cheque payment runs
- Reconciling creditor statements
- Handling Accounts Payable queries in a timely and professional manner
- Support the financial management and administrative functions of the organisation

The successful applicant will have:

- Proven experience in a similar Accounts Payable role
- High level of interpersonal and time management skills
- The ability to multi task and undertake a high volume of data entry
- High attention to detail
- Excellent computer literacy skills
- Previous experience using accounting packages. Knowledge of SAS2000 Software would be an advantage
- A current Working with Children Check card

Details of conditions will be discussed at interview

THE SELECTION PROCESS

Applications, which should include a resume and the contact details of at least 2 professional referees, will be processed upon receipt.

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant
Email: humanresources@overnewton.vic.edu.au
Telephone: 03 9334 0035

EMAILED APPLICATIONS PREFERRED

Applications from Agencies will not be considered.

Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph: 9334 0035).