



Position Title	Accounts Payable Officer
Position Type	12-month contract with view to extension, Full Time
Department:	Finance
Date:	February 2023
Reports To:	Finance Manager
Direct Reports	Nil

Organisational Mission: For 35 years, WIRES mission has been to actively rehabilitate and preserve Australian wildlife and inspire others to do the same.

Role Purpose: Due to continued growth in our operations, an opportunity exists for an experienced Accounts Payable professional to join WIRES' finance team full time. Reporting to the Finance Manager this position will take full responsibility for Accounts Payable duties for the organisation.

Flexible WFH hybrid working on offer.

Key areas of responsibility	Key Tasks
Accounts Payable	<ul style="list-style-type: none"> • Weekly Head Office & Branch fund requisitions coding & payments • Payments to successful Grantees • Manage AP email inbox • AP aging report and reconciliations
Finance	<ul style="list-style-type: none"> • Maintain job codes register and project reporting • Month end checklist & some reconciliations • Assist with Grant and Emergency Fund reconciliations • Assist with Year-end audit
Compliance & amenities	<ul style="list-style-type: none"> • ACNC and REO compliance • Manage Wires Emergency Fleet • Manage Insurance payments and claims • General administrative tasks as required



Personal attributes, qualifications and competencies	
Essential Criteria	<p>Selection Criteria</p> <ul style="list-style-type: none"> • Previous Accounts Payable experience in high-volume transactions • Working knowledge of GST & tax invoice requirements • Working knowledge of Microsoft Excel (including pivot tables, VLOOKUP) • MYOB experience essential • Confident, articulate, and professional communication style • Strong organisational and time management skills with a proven ability to set and work to priorities • Ability to complete tasks accurately and consistently • Ability to take initiative and problem-solve • Demonstrated ability to work with stakeholders at all levels both internal and external • Strong attention to detail and the ability to problem solve and 'think outside of the box' • Exceptional verbal and written communication skills
Personal Attributes	<ul style="list-style-type: none"> • Team player – collaborative and approachable • Passionate about animal welfare and improving outcomes for animals • Willingness to work cooperatively and collaboratively across the organisation • Openness to change and the flexibility to accommodate changing requirements • Positive attitude & ability to confidently engage with a wide range of stakeholders
Key Competencies	<ul style="list-style-type: none"> • Entrepreneurial and proactive • Flexible and adaptable