



## **Accounts Payable Officer (Part-time)**

City Mission is seeking an experienced and efficient Accounts Payable Officer with great attention to detail to work with our Finance Team in Launceston.

### **Selection Criteria:**

#### **Essential Qualifications/Experience:**

- Minimum of 3 years' experience in a similar position
- VET sector accounting qualifications or relevant experience.
- Experience in checking, correcting, and maintaining a variety of financial and business records and documents.
- Attention to detail.
- Demonstrated experience with MYOB (or similar) software.
- Demonstrated proficiency with using Microsoft Office products, particularly Excel, Word, and Outlook
- Excellent verbal and written communication skills.
- Ability to work well autonomously and as part of a team.
- National Police Check is required for all roles at LCM

#### **Desirable Qualifications/Experience:**

- Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.

The Accounts Payable Officer will focus on the Accounts Payable function for Launceston City Mission. Where time permits, additional tasks assisting the Finance team in the administration of financial/business functions may also be required.

This is a part-time position and salary will be based on the Clerks—Private Sector Award 2010. As a Public Benevolent Institution, LCM employees are eligible to Salary Package through our approved provider.

If you have a passion to work as part of a friendly team in a caring, compassionate environment, knowing that our success will be directed towards community services, individuals at risk of homelessness and those struggling with dependency related problems, we encourage you to apply.

Please send your written application **addressing the selection criteria** and your ability to effectively perform the primary tasks above to the Manager People and Culture, Launceston City Mission, PO Box 168, Launceston, or upload it to the SEEK website.

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A full job description is available by phoning 6335 3000 during office hours or by emailing [office@citymission.org.au](mailto:office@citymission.org.au) or via our website – [www.citymission.org.au/support-us/work-with-us](http://www.citymission.org.au/support-us/work-with-us)

**Applications close on Monday 26<sup>th</sup> September 2022, at 9:00am.**