



Accounts Payable Officer Full-time

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the beautiful Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for over 120 years and is committed to providing excellence in leadership, learning and teaching, pastoral care and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant Boarding, Education, Cultural and Sporting program that extends across the full year and two campuses.

A full-time accounts payable position exists for a dedicated and experienced Accounts Payable Officer located on our Senior School campus to join our Business Office team. The role operates Monday to Friday from 8.15am to 4.15pm and as a year-round position.

This position is responsible for:

- High volume (200 records p/week) invoice processing and generating EFT payments.
- Managing general payment queries and enquiries from stakeholders and customers
- General cash receipting, banking, and issuing of petty cash.
- Processing eftpos/credit card transactions and reconciliations

Ideally candidate applications should reflect:

- An organized and collaborative work ethic
- Ability to work independently and with minimal supervision.
- Experience in high volume accounts payable processing is essential.
- A sound operational understanding of standard book-keeping concepts
- Data entry skills that reflect a high attention to detail and accuracy
- Cash handling and receipting experience.
- Excellent communication and inter-personal skills that support a collaborative and supportive team environment.
- A vibrant and welcoming front of house approach to providing service and delivering support to internal and external clientele.

Successful candidates will be willing to support the Code of Conduct and stated values and Christian Ethos of the School and must hold a working with children bluecard and provide a recent criminal history check certificate.

Candidates are required to submit their CV and covering letter [online](#) by **close of business Sunday 24 March 2024** - only applications submitted online will be considered.

For a detailed position description please visit the [TSS Website](#) with confidential enquiries about the role to be directed to HR@tss.qld.edu.au