



TaurangaCity

Tauranga City Council position description

Title	Transactional Services Coordinator Accounts payable
Number	[Position number]
Group	Corporate Services
Division	Finance
Reports to	Team Leader: Accounts Services
Direct reports	Nil
Date	04/07/2023

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:

- modelling organisational values at all times.
- a safe and healthy work environment.
- assisting Council to fulfil its Civil Defense responsibilities.

Job purpose

The primary purpose of this role is to ensure that customers can be paid or pay, Council and can receive assistance on any related matter.

Key result areas (KRA)

Customer Service Expert advice and support is provided	Success looks like
• Customer expert advice and support is provided.	• Respond promptly to internal and external queries. • Strong networks are built with internal and external providers. • Serve as a subject matter expert for SAP Functionalities related to accounts payable and receivable processes.
Accounts Payable Functions	Success looks like
• Invoice processing • Reconciliations • Vendor Applications • Bank Direct Link • Corporate Visa Card • Processing Payment batches	• Enter Invoices into SAP; match them to purchase orders ensuring accuracy. • Process payment runs in accordance with Councils Terms of Trade. • Reconcile Vendor Statements resolve discrepancies and communicate with Vendors to address any issues concerns. • Perform Reconciliation of General Ledger and Vendor accounts. • Process new Vendor applications ensuring accuracy in accordance with company procedures. Vetting duplicate vendors and archiving where necessary. • Understand WH Tax requirements identifying relevant works that fall under IRD Scheduling payments. • Maintain Vendor Records ensuring change documents are validated and filed for Audit purpose. • Perform Direct link processes and procedures (salary and Direct Debits) ensuring documentation is filed as per Company policies. • Administer and Maintain Corporate Visa Card Transactions ensuring information provided is accurate and

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	informative and follows Councils Policies. • Provide regular reporting for auditing purposes.
Accounts receivable functions	Success looks like
• Processing of invoices • Reconciliations • Provide subsystem support.	• Recurring Invoices and electronic uploads are processed efficiently as required. • Adhoc Invoices are processed efficiently as required and filed according to Councils policies. • Reconciliation of General Ledger and customer accounts • Identify anomalies and assist in allocation of credits to invoices against customers accounts.
Database and Module coordination	Success looks like
• Database and module are maintained.	• Collaborate with the IT Team and SAP Consultants to trouble shoot system issues, implement enhancements, and participate in system upgrades or migrations. • Provide Training and guidance to team members of SAP processes and best practices. • System testing where required to be performed in a timely efficient manner.
Key corporate responsibilities	Success looks like
• Actively participate in and comply with all health, safety and wellness initiatives and requirements. • Participate in emergency management and business continuity activation as required.	• You report, record and investigate all accidents, incidents, near-misses and hazards. • You support and action health, safety and wellness initiatives. • You actively participate when Tauranga City Council needs to activate our emergency management or business continuity plans.
• Use our code of conduct, corporate policies, procedures, processes, systems, business conventions, and	• You adhere to our code of conduct, corporate policies, processes,

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legislative obligations when undertaking roles.	systems, business conventions, and legislative obligations.
• Understand the vision and purpose of Tauranga City Council. • Keep yourself informed on what is happening within the whole organisation. • Take on other duties as reasonably requested of you.	• You understand where Tauranga City Council is heading, and how your role fits within that. • You take responsibility for keeping yourself informed, actively using Tauranga City Council's communication channels to find information.

Functional relationships

External	Internal
• ANZ • Supplier and Debtor Representatives • Corporate Card Supplier • Audit	• Managers/Project Mangers • Budget officers • TCC Staff • Administration teams • Digital Services

Person specifications

Essential	Desirable
• Relevant qualification similar at trade certificate/diploma level or equivalent level or work experience in administrative or call center environments with High level of Customer interaction. • Logical approach to issues an ability to work to tight deadlines. • Proven high level of accuracy and excellent numerical skills. • Good communication skills. Proven computer skills with the ability to use Microsoft windows software.	• SAP experience preferred. • Good working knowledge of GST and WHT Compliance. • High volume data processing in a corporate or local body environment. • Experience with OCT Solutions.

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Our pillars

Our people

The right capability and experience to deliver a better city

Our community

Working together to create a better city

Our council

Making decisions that define a better city

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community and each other

Whanaungatanga / Collaboration

We work together and create connections