

Accounts Payable Officer



Highbury, Adelaide

Accounting – Accounts Payable

Base + Super + Salary Sacrifice + Part-Time

Our leading not-for-profit Christian Aged Care organisation is in search of an upbeat Accounts Payable Officer who seeks to broaden his or her skills and experience.

Warrina Homes was incorporated in 1972 and is recognised as a leading Aged Care provider in the North-Eastern suburbs of Adelaide. As a not-for-profit Christian organisation, we provide person-centred care based on individual preference and choice. Currently we are seeking an experienced, enthusiastic and self-motivated Accounts Payable Officer to join our growing Finance team.

You will thrive in this role as you support Warrina Homes through the provision of high-quality accounts payable processes that ensure governance procedures are maintained. This role supports the Accounting Officer as required (including Resident Billing). The person in this role will be a role model in supporting and affirming the service excellence culture - vision, mission and values of Warrina Homes.

We would expect you to demonstrate

- Proven experience in accounts payable, bookkeeping and administration duties.
- Ability to work systematically and effectively to achieve objectives.
- Ability to work autonomously and to meet deadlines.
- Experience in establishing and developing information (computing) facilities and systems.
- Exceptional computer and communication skills.
- Relevant qualification will be to your advantage (accounting, bookkeeping or business).
- Confidentiality and tact.
- Ability to work as part of a team.
- Effective time management skills and the ability to work under pressure whilst maintaining a positive and enthusiastic attitude.
- Commitment to ongoing professional development, innovation, and improvement.
- Empathy with the Christian philosophy of Warrina Homes.
- Identify and participate in opportunities for improvement in the delivery of service to the Residents and contribute to the Continuous Improvement process.
- Comply with work directives, Policies, and Procedures.
- To demonstrate responsible and thoughtful use of all resources, being mindful of the costs of consumable items and the impact of their use on the environment.
- Provide backup and support for the reception desk and answering telephone queries

We offer

- Access to generous salary packaging benefits.
- Flexible work hours will be considered.
- Access to an Employee Assistance Program.
- Free car parking available at modern offices.

- Work with a supportive, professional, and friendly team.
- A workplace where all employees are valued.
- Company that encourages a growth mindset.
- Opportunity to contribute to the community by working for a not-for-profit organisation.

Warrina Homes is a smoke-free workplace.

Kindly note the following requirements are mandatory to work in the aged care industry:

- Current Flu Vaccination
- COVID-19 Vaccination Digital Certificate or Immunisation History
- Current Aged Care Police Clearance

For enquiries and a confidential chat contact Belinda Anderson (Finance Manager) on 0439 682 934

To be considered, simply click the 'apply' button or email your application with subject as 'Accounts Payable Officer' to recruitment@warrinahomes.com.au.

For a position description please visit our website at www.warrinahomes.com.au

Applications close 31 July 2022

We thank all applicants for your interest and advise that only short-listed applicants will be contacted.