	Position Title:	Accounts Payable Lead
BERRY STREET YOORALLA	Program:	Finance & Property
	Band:	
	Salary Classification:	STAR Agreement
	Date:	May 2026

ROLE PURPOSE

The Accounts Payable Lead delivers an efficient, accurate, and timely end-to-end accounts payable function, ensuring all supplier transactions are processed in accordance with organisational policies and procedures.

The role supports financial operations through accurate data processing, supplier account management, and timely payments, while also assisting with month-end activities, including preparation of accounts payable journals, reconciliations, and ensuring completeness of accounts payable balances. The role contributes to continuous improvement and effective financial controls.

PRIMARY OBJECTIVES OF THE ROLE

The primary objectives of Accounts Payable Lead are:

- Manage and process accounts payable transactions accurately and in a timely manner
- Maintain supplier records and resolve invoice-related queries efficiently
- Support weekly payment cycles and reconciliation processes
- Assist with month-end activities, including preparation of accounts payable journals and reconciliation of accounts payable balances
- Ensure data integrity and compliance with financial policies and procedures
- Contribute to process improvements and efficient finance operations

REPORTING RELATIONSHIPS

This role reports to the Senior Financial Accountant who will provide supervision and review.

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Yooralla Code of Conduct, which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement.
- Raise all health, safety, and wellbeing issues or concerns with managers, observe all safe work procedures and instructions, and take reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.
- Uphold and promote the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008).
- Contribute to ensure high-quality and safe supports and services for NDIS participants, meeting and exceeding the NDIS Practice Standards and Quality Indicators.
- Meet obligations under all relevant Victorian and Commonwealth legislation.
- Participate in regular supervision, performance planning and review processes and probationary reviews.
- Complete mandatory training within designated timeframes.
- Berry Street Yooralla is committed to service delivery that prioritises and celebrates diversity and inclusion. Every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality, or religion.

- Berry Street Yooralla is committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify as LGBTIQA+.
- Berry Street Yooralla is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children, in accordance with our legal obligations including MO 1359 and child safe standards.

ROLE RESPONSIBILITIES	Specific responsibilities, duties and tasks
Accounts Payable Processing	• Monitor accounts payable inbox and manage invoice workflow • Process supplier invoices, expense claims, and reimbursements accurately and in a timely manner • Verify invoice details, including supplier banking information • Process complex invoices and escalate exceptions for review
Supplier Management and Queries	• Set up new suppliers in the system, ensuring appropriate documentation and verification is completed • Create, maintain, and reconcile supplier accounts • Liaise with suppliers to resolve queries promptly and professionally • Investigate and resolve discrepancies in invoices and payments
Payments Processing	• Prepare and process weekly payment runs, ensuring accuracy and timeliness • Ensure remittance advice is issued promptly to suppliers following payment
System Administration	• Administer procure-to-pay systems (e.g. Esker) • Manage workflows, including approval routing and staff out-of-office substitutes • Maintain master data, including new user setup and ongoing profile maintenance
Corporate Cards and Expense Management	• Reconcile corporate credit card transactions and validate expenses • Provide guidance to staff on expense processes and compliance requirements
General Ledger and Reconciliations	• Perform regular reconciliations of accounts payable and general ledger balances • Post general journals where required • Support financial accuracy through timely reconciliation and issue resolution
Training and Stakeholder Support	• Provide Training to staff on raising purchase orders and processing reimbursements • Act as a key point of contact for stakeholder queries and ongoing support
Process Improvement and Compliance	• Identify and recommend improvements to accounts payable processes • Support implementation of system upgrades and enhancements • Ensure adherence to internal controls and financial policies and participate in Audit queries
Operational Support	• Provide support to the broader finance team during peak periods • Act as a key point of contact for stakeholder queries and ongoing support • Assist with ad hoc finance and administrative tasks as required

KEY SELECTION CRITERIA

- Strong communication skills, with the ability to effectively liaise with suppliers and internal stakeholders, including those without a financial background.
- Demonstrated ability to manage competing priorities and meet deadlines in a high-volume transactional environment.
- Experience in accounts payable processes, including invoice processing, supplier management, payment runs, and reconciliations.
- Sound understanding of accounting systems and procure-to-pay processes, with the ability to follow established procedures and controls.
- Proven ability to build and maintain positive working relationships and contribute effectively as part of a team.
- Strong attention to detail and organisational skills, with the ability to maintain accurate records, identify discrepancies, and ensure compliance with financial policies and audit requirements.
- Ability to respond to queries promptly and professionally, demonstrating a strong customer service focus.
- Commitment to working in a values-based organisation, demonstrating professionalism, integrity, and respect in all interactions.

MANDATORY QUALIFICATIONS AND OTHER REQUIREMENTS

- Relevant bookkeeping, accounting, or finance qualification (or working towards) and/or equivalent experience in an accounts payable or transactional finance role.
- Strong computer literacy, including proficiency in Microsoft Excel and accounting systems.
- Staff members must hold a valid WWCC, NDIS Worker Screening Check, and undergo a Criminal Record Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

HIGHLY DESIRABLE

- Experience working in a disability, not-for-profit, or community services organisation.
- Experience using financial systems such as Sun Systems and procure-to-pay platforms (e.g., Esker)

OUR VALUES

We expect all staff to apply the Values in all aspects of their work.

- We put the person living with a disability first.
- We do better together - we work as a team.
- We speak up.

Berry Street Yooralla is committed to being a child safe, child friendly and child empowering organisation. **In everything we do we seek to protect children**

INHERENT REQUIREMENTS OF WORK ACTIVITIES/ENVIRONMENT		
The following is a table that outlines the main physical and psychological requirements of the position.		
Element	**Key Activity**	**Frequency**
Client Facing and Service Delivery	Work with clients who may have a physical, psychiatric, or sensory disability.	Occasional
	Interact with clients and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasional
	Work with complex clients which may expose you either directly or vicariously to emotionally challenging concepts such as self-harm, trauma, illegal activity and/or violence.	Occasional
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Not Applicable
	Work in a client's home or their family home alone and/or with others.	Not Applicable
	Represent, advocate, and cooperate with legal processes which may include attendance to court.	Occasional
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in different geographic locations.	Occasional
	Be exposed to all outdoor weather conditions.	Occasional
	Work via computer from home as required.	Daily
	Work office hours with the possibility of extended hours. Flexible arrangements by agreement.	Regular
	Work rostered hours with the possibility of overtime.	Not Applicable
	Work on-call after hours.	Not Applicable
	Work in an open plan office with no assigned desk.	Daily
	Work in buildings which may require the use of stairs or elevators.	Regular
	Sit at a computer or in meetings/meeting rooms via video conference facilities or in person for extended periods.	Daily
	Work in educational or community facilities.	Not Applicable
	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Not Applicable
	Undertake training and professional development activities both internal and external to the organisation.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, data entry, writing reports, case notes/plans and client records. Manage resources and budgets. Research and analyse information and data.	Daily
	Use technology including computers, photocopiers, telephones including mobiles, projectors, televisions, video conference facilities and electronic whiteboards.	Daily