

## Payroll, Taxation, Accounts Payable or Receivable Officer– Pool Recruitment

### Payroll and Financial Services

#### Salary Classification

The following Payroll and Financial Services roles within Shared Services SA (SSSA) will be remunerated at the ASO2 classification.

Remuneration: (\$58,709 - \$63,154 per annum) + 12% Super

#### What types of roles are available?

SSSA employs a diverse workforce which is reflective of the work that we do and each area completes a different function. Listed below are the types of roles available at the ASO2 classification:

- **Taxation Officer – Port Adelaide location**  
Responsible for providing a broad range of general accounting support services, including financial transaction processing, collating and analysing information associated with Fringe Benefits Tax (FBT) and Goods and Services Tax (GST), assisting in the preparation of statutory reports.
- **Payroll Officer – Adelaide CBD location**  
Responsible for contributing to the accurate and timely administration of payment of salaries and wages to client agencies and employees of the South Australian Government and for maintaining employee data.
- **Accounts Payable or Receivable (AP/AR) Officer – Port Adelaide location**  
Responsible for the preparation and payment of accounts, data entry of invoices, receipting of revenue and debt collection.

#### What are the types of work you might do?

The available roles may undertake a variety of tasks. Examples include the following:

- Undertaking records management which includes scanning, copying, sorting, filing and preparing documents and reports.
- Process physical and electronic mail.
- Answering telephones and or working in a high volume customer call centre, providing advice to customers and agency inquiries.
- Dealing with inquiries and escalating to appropriate staff when necessary as well as drafting and preparing emails, letters and other documents.
- Processing forms and entering data into spreadsheets, systems and/or databases.
- Preparing journals and review General Ledger transactions for compliance with GST and FBT requirements.

- Preparing reconciliations.
- Processing of invoices for payment including data entry, quality checks on information processed.
- Receipting of revenue and debtor management.
- Review, update and prepare work instruction procedures.

### What skills, experience and knowledge do you need?

To demonstrate suitability for these roles, you will be expected to possess the following essential criteria:

- Strong verbal, written, numeracy and interpersonal skills exercising attention to detail and accuracy coupled with the ability to develop and maintain effective working relationships with a broad range of stakeholders.
- Ability to manage a high and varied workload, work under pressure, use initiative, deal with competing priorities to achieve results within given timeframes.
- Ability to provide excellent customer service, adapt to change and work effectively both autonomously and as a member of a team.
- Ability to use initiative and judgement to analyse information in line with established policies and procedures and handle confidential and sensitive matters.
- Be able to navigate multiple contemporary systems and software and proficient in the use of the Microsoft Office software, including Excel, Word and Outlook.

Desirable:

- Previous experience in an administrative and/or customer service role.
- Previous experience working in a payroll or financial services role.
- Understand processing AP/AR, general ledger transactions within the GST environment.
- Be experienced in the use of financial systems (e.g.) Masterpiece, Oracle, Basware or similar.

For more information about the Payroll and Financial Services branches please visit:

[Our branches | Department of Treasury and Finance](#)

Please visit the [Application Instructions](#) via the Payroll, Taxation, AP/AR Officer – Pool Recruitment advert link on IWorkforSA to apply for this role.