



ACCOUNTS PAYABLE

FUNCTION TEAM: Finance
LOCATION: Randwick, NSW

The Company

Ocius Technology is an Australian company that builds autonomous Uncrewed Surface Vessels (USVs). These USVs use the energy of the weather - sun, wind, and waves, to act as persistent monitoring and communications platforms. We are embarking on an ambitious program of building and deploying multiple USVs for operations around Australia and beyond.

The Function

The Finance and Company Secretariate function is responsible for management and oversight of all financial and compliance matters within the Ocius group of companies.

The function is accountable for, Order to Cash Management, Planning and Management Accounting, Financial Analysis and Reporting, Tax, along with company secretariate accountabilities including Risk Governance and Compliance.

The function will also be accountable for Human Resource Management services, practices, and support across the organisation,

The Role

The Accounts Payable Specialist is responsible for managing the company's accounts payable duties, ensuring that all invoices are processed accurately and timely, and maintaining positive relationships with vendors. This role requires strong attention to detail, organizational skills, and the ability to handle multiple tasks in a fast-paced environment.

Key Responsibilities

Invoice Processing:

- Receive, review, and verify invoices for accuracy and completeness.
- Match invoices with purchase orders and receiving reports.
- Enter invoice details into the accounting system.
- Process invoices for payment and deposits in accordance with company policies and procedures.

Payment Management:

- Prepare and process accounts payable checks, electronic payments, and ACH transactions.
- Reconcile and verify payment batches to ensure accuracy.
- Track and split payments in accordance with operational projects / initiatives
- Monitor payment schedules and deadlines to ensure timely payments.

Vendor Management:

- Setting up Supplier Agreements and communicate with vendors regarding payment inquiries, discrepancies, and issues.
- Maintain updated vendor records and contact information.
- Resolve any vendor discrepancies or issues in a professional and timely manner.

Expense Reporting:

- Review and process employee expense reports in compliance with company policies.
- Ensure accurate coding and approval of expenses.
- Work closely with Purchasing & Logistics Officer for management of purchasing orders
- Prepare monthly statements for leadership and executive including but not limited to BAS
- Cost accounting for business units / Project accounting
- Inventory stock reports

Reconciliation:

- Reconcile accounts payable sub-ledger to the general ledger on a monthly basis.
- Assist with month-end and year-end closing activities.
- Manage all monthly payables
 - Aged Payables
 - Prepayments
 - Supplier credits
 - Intercompany transactions
- Inventory stock-takes

Compliance and Documentation:

- Maintain organised records and documentation of all accounts payable transactions.
- Regularly reviewing & organising files to maintain up to date records
- Ensure compliance with company policies, accounting standards, and regulatory requirements.
- Identify and implement process improvements to enhance efficiency in the accounts payable function.
- Stay current with best practices and emerging trends in accounts payable.

Personal Attributes

Financial Acumen Problem Solving, Critical Thinking and Evaluation

- Meticulous & detailed orientated – quality control is an important aspect.
- Diligent with strong organisational skills - to stay on top of workload to ensure important deadlines are not missed.
- Observant – identify patterns, discrepancies & areas of improvement.
- Ability to remain calm & composed in an agile working environment - to effectively manage multiple tasks & responsibilities
- Ability to work with large volume of transactions
- Critical thinking and problem-solving skills.
- Results driven mindset and ability to analyse data and make informed decisions.

Safety, Leadership, Collaboration, Communication

- Co-operate with the intent and requirements of the WHS Standards within Ocius to ensure your own health and safety and the health and safety of others in the workplace.
- Aligned with Ocius Vision, Mission and Values.
- Effective communication, collaboration, and the ability to work with cross functional teams
- Work closely with team members to ensure alignment with goals
- Ability to work well in a fast-paced and dynamic environment where initiative is required for success.
- Work autonomously and through collaboration and teamwork, be able to successfully navigate and manage change
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Demonstrated Experience and Qualifications

- Certification in finance related discipline or demonstrated relevant experience in a similar role
- Proficient in Microsoft Office Suite, XERO, accounting software
- Applied knowledge of safety regulations and industry standards
- Negotiation skills to obtain beneficial outcomes – from external & internal parties

Essential Requirements

- Australian Citizen.
- Ability to obtain and maintain a minimum of Defence Security Clearance–NV1.