ABN 86 800 958 958

Accounts Payable Officer

Position description

Employer	Monash Graduate Association Inc
Level/Classification	HEW 3
Employment Type	Graduate student casual position 5-15 hours per week
Work Location	Clayton
Date document created/updated	Nov 2021 Nov 2026

Organisational context

The Monash Graduate Association Inc. (MGA) is an independent incorporated body that is responsible for, and answerable to, the Monash University graduate student community, as represented by the MGA Executive Committee (MGAEC). The MGA is the cross-campus representative body for all graduate students enrolled through Monash University and is recognised as such by Monash University in the University's Regulations. Services and support are provided to over 35,000 graduates across the Victorian campuses of Caulfield, Clayton, Parkville and Peninsula as well as numerous off campus locations.

The MGA provides services and support to graduates studying by distance education, as well as off-campus graduates located at the Alfred Hospital complex, Monash Medical Centre and over 40 other government, medical and private organisations within Victoria. The MGA also provides limited support to graduates enrolled through the Monash Malaysia campus.

The MGA runs two full-time offices; one located at Clayton campus and one office at Caulfield campus. Regular office/advocacy sessions are scheduled for the smaller sites. Services provided to graduate students include advice and advocacy, representation, social events, academic support in the form of workshops and seminars, orientation and transition, information dissemination in the form of graduate-specific publications and website, policy development and quality assurance.

The MGAEC is the representative and governing body of the MGA. The Executive Officer of the MGA works closely with the MGA President and reports directly to the MGAEC. The management of all staff and operations of the MGA is the responsibility of the Executive Officer.

Why our staff work with us



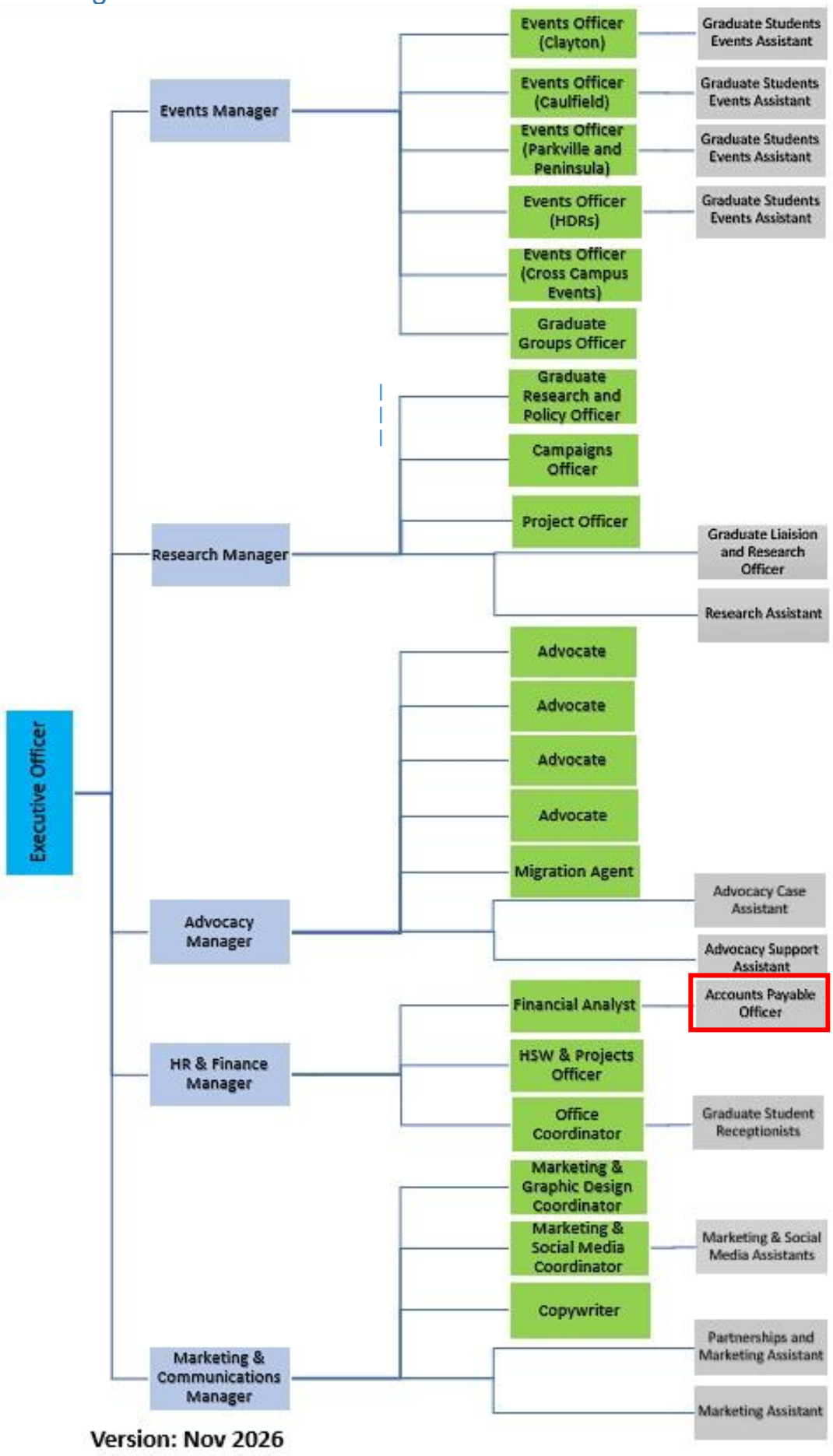
Position purpose

This position has been created as part of the MGA's graduate employment program. The position is open only to graduate students currently enrolled at Monash University Australia.

The Accounts Payable Officer will work under the direction of the HR & Finance Manager and will handle the accounts payable for the MGA. Under the routine supervision of the Financial Analyst, the employee will handle the outgoing financial transactions of the MGA and maintain records of invoices for payment.

- **Reporting line**: The Accounts Payable Officer will report to the Financial Analyst
- **Supervisory responsibilities**: Not applicable.
- **Financial delegation and /or budget responsibilities**: Not applicable.

Staff organisational chart



Version: Nov 2026

Key result areas and responsibility

- Weekly accounts payable batch preparation
- Weekly debit card reconciliation
- Reviewing, verifying and allocating invoices for accuracy and compliance with Australian accounting and taxation standard
- Following up on outstanding invoices, receipts and purchase records
- Allocating transactions ensuring they comply with relevant MGA budget, accounting system cost category and GST legislation
- Reconciliation of MGA's third party payment platforms, such as PayPal, Stripe and Square.
- Other financial recordkeeping, reconciliation tasks and spreadsheet maintenance as required to assist the Finance department.

Selection criteria

Essential

1. Current qualification or enrolment in a degree relating to business, finance, or accounting.
2. Strong attention to detail and problem-solving skills.
3. Excellent Excel and database entry skills
4. Demonstrated organisational and time management skills, including the ability to set priorities and perform well under pressure.
5. Good communication skills and the ability to work effectively in a team.
6. Willingness to learn and ability to adapt to changing circumstances

Desirable

1. Previous experience using accounting software
2. Basic accounting knowledge
3. Understanding Australian taxation rules such as GST will be beneficial.

Other job-related information

- The position is based in the MGA Office, Clayton campus. Some work from home may be required if the office is closed due to the government restrictions or Monash University directions.

Legal compliance

All staff employed by the MGA must be aware of and adhere to state and federal legislation and MGA policy relevant to the duties undertaken including in the areas of: Equal Opportunity; Discrimination; Occupational Health and Safety; Privacy; and Finance.