



POSITION DESCRIPTION

FINANCE OFFICER ACCOUNTS RECEIVABLE

In a natural, sustainable environment Billanook College aspires to provide an accessible, uniquely caring learning community in which students confidently create and navigate their own learning pathways. We do so with respect and appreciation of diversity, equity, justice and our place in a changing world.

At Billanook, our staff are central to our mission. We aim to recruit and sustain a workforce focused on the shared vision of Billanook College.

POSITION PURPOSE

To be responsible for and maintain the College's accounts receivable system. Provide administrative and accounting support to the Finance Manager and the Chief Financial Officer as required.

REPORTS TO: Finance Manager

KEY ACCOUNTABILITIES

- Responsible for all Accounts Receivable processes.
- Control the debt collection process.
- Process Ledger entries and complete Ledger reconciliations.
- Support the end of month and end of year accounting processes.
- Maintain accurate records and files.

PERFORMANCE EXPECTATIONS

- Process fee-runs for local and overseas students, including generation of invoices. Co-ordinate annual fee mail-out, providing appropriate information including fee-payment options and collate responses. Track payment of pre-paid fees.
- Maintain accurate records and documentation related to billing.
- Process all banking for payments received, including credit cards, BPay payments, direct deposits and cash/cheques.
- Process Accounts Receivable journal entries in subsidiary ledger, including manual fees and account adjustments.
- Control the debt collection process, including producing follow-up accounts for outstanding debtors, re-issuing accounts/statements when required, liaising with external debt collection agency.
- Liaise with families re accounts queries. Build and maintain customer relationships.
- Reconcile Accounts Receivable subsidiary ledger to the General Ledger
- Control and maintain the charging and follow-up of Sundry Debtor accounts.
- Reconcile Sundry Debtors subsidiary ledger to the General Ledger.
- Reconcile on-line ticket sales generated for the College's Auditorium events using electronic ticketing system (Try Booking). Generate invoices/payments to external users.
- Maintain data in Deposit Register, including deposits and withdrawal of funds.
- Reconcile Deposit Register subsidiary ledger to the General Ledger.



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- Assist in entry of General Ledger journals.
- Assist in end of month and end of year accounting processes as requested by the Finance Manager. Liaise with external auditors during annual audit.
- Assist Finance Office team members as required.
- Assist Chief Financial Officer and Finance Manager with other projects and administrative support as requested.
- Download and print daily bank statements and B/pay reports.
- To assist staff, parents and suppliers in a courteous, helpful and professional manner.
- Other duties as assigned by the Finance Manager.

KEY SELECTION CRITERIA

- Supportive of the values of Billanook College and Independent School education.
- Exceptional customer service skills.
- Demonstrated experience in accounts receivable procedures and controls.
- Book-keeping/accounting skills to trial balance level.
- Ability to manage and operate computerised accounting software (TASSweb)
- Experienced user of MS Office suite, particularly Excel and Word.
- Strong organisational, interpersonal and communication skills.
- Problem solving skills and ability.
- Accuracy and attention to detail essential.
- Proven ability to meet deadlines.
- Ability to work as part of a team.
- Able to demonstrate initiative, flexibility and discretion.
- Commitment to professional learning and growth.
- Current first aid qualifications including Anaphylaxis Management and Emergency Asthma Management training preferable.
- Sound understanding of the Child Safe Standards and other mandatory reporting requirements as they apply to Victorian Schools, and a strong commitment to providing a child safe environment at all times.
- Commitment to the College's Child Safety Policy and Code of Conduct.
- Current Working with Children and National Criminal Record Checks.

TERMS AND CONDITIONS

Commencing in January 2026, this is a part-time position 0.80 FTE, 5 days per week, hours of work will be from 8.40am to 3.20pm (allowing for a 30 minute unpaid lunchbreak) with 5 weeks annual leave.

The terms and conditions of employment are set out in the *Billanook College (Educational Services Staff) Enterprise Agreement 2023* and the *Educational Services (Schools) General Staff Award 2020*. As such, the position is classified at Grade 3 level.

Billanook College is committed to the safety, wellbeing and inclusion of our students. The College has no tolerance for child abuse and is a child safe employer.

All potential employees and volunteers will be required to comply with the College's Child Safety Policy and Code of Conduct, which are available on our website. Billanook College performs thorough



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assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment. The screening process includes, but is not limited to, the checking of potential and existing employees' qualifications, identity, references, VIT registration, criminal record and Working with Children checks.

Billanook College is committed to the principles of Equal Opportunity Employment and the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.