



POSITION DESCRIPTION

Accounts Receivable Officer

POSITION OBJECTIVES

The Accounts Receivable Officer will support the Finance Manager and the finance team by accurately receipting payments and following up on queries and outstanding debts.

KEY RESPONSIBILITIES

Leadership and management

- Demonstrate commitment to the College vision and mission
- Support the promotion and implementation of the strategic directions of the College
- Enhance and embrace the position of the College as a leading provider of education to boys from ELC –Year 12
- Provide input into the development of the Business strategy
- Ensure consultation is an integral part of the continuous improvement and change process, seeking regular input to ensure policies and processes continue to meet the needs of the College

Financial Accounting

- Maintain accurate and comprehensive database of family accounts
- Maintain appropriate fee codes for students and a listing for yearly, monthly and quarterly accounts
- Generate Fee Instalments for yearly, monthly and quarterly billing
- Adjust payment plans for yearly, monthly and quarterly accounts, where changes apply
- Produce yearly, monthly and quarterly tuition fees and sundry fees statements to be sent to families at the start of each month
- Produce monthly direct debit and credit card payment file
- Maintain the Auto Billing process to ensure the College Fees and Enrolments are in line with the new fee structure ahead of the following year
- Assisting families with any queries relating to their Fee Accounts or access to the family portal
- Adjusting family accounts based on changes required during the year
- Follow up outstanding fees in a timely basis
- Process all cash receipts to appropriate general ledger and bank in a timely and accurate basis
- Assist with reconciling the bank statements for family receipts
- Maintain and reconcile prepaid fees
- Prepare fee quotes as requested
- Prepare other invoices for goods and services provided by the College as requested
- Maintain a close working relationship with the College management system (Synergetic)
- Maintain the EFTPOS booking sheet system for the College
- Perform other duties as determined by the Finance Manager in conjunction with the Director of Finance and Operations

Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing

POSITION OBJECTIVES

The Accounts Receivable Officer will support the Finance Manager and the finance team by accurately receipting payments and following up on queries and outstanding debts.

KEY RESPONSIBILITIES

Professional development	<ul style="list-style-type: none">• Commit to ongoing professional development in your area of work• Be open to researching areas of interest relevant to directions provided in the school's strategic plan• Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association
General Duties	<ul style="list-style-type: none">• Abide by the EREA Code of Conduct• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal• Other duties as directed by the Finance Manager• The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission• A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none">• A demonstrated understanding of child safety• A demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	Essential: <ul style="list-style-type: none">• 1 – 3 years accounts receivable or general accounting experience..
Skills and Attributes	<ul style="list-style-type: none">• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty• An ability to develop rapport with staff at all levels• Presents a professional and positive demeanour and is a solution orientated person• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility• Demonstrates a respect for and acceptance of difference in staff• Well-developed decision making skills and demonstrated ability to think strategically and analytically• Good oral and written communication skills• Strong collaboration, conflict resolution, negotiation and persuasion skills• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities• Demonstrated ability to lead initiatives and present effectively to a variety of audiences• A thorough attention to detail• Knowledge of budgetary processes and financial management processes• Ability and willingness to accept policy directives