

# WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0016722X



## Position Description

<b>Position:</b>	Accounts Officer
<b>Campus:</b>	Wantirna South and Narre Warren South
<b>Employment Status:</b>	FTE 0.6
<b>Reports Directly To:</b>	Finance Manager

## Ministry Specifications:

### Financial Operations Responsibilities

- Ensure timely processing of accounts receivable, including invoicing and issuing statements.
- Support the end-to-end debt collection process, ensuring detailed and accurate records of debtor financial status and collection efforts are maintained.
- Proactively follow up with clients regarding overdue accounts, address payment concerns, and negotiate appropriate repayment arrangements in accordance with college policies.
- Evaluate and manage bad debts, determining whether to pursue recovery or process write-offs as needed.
- Perform account reconciliations, including enrolment bonds, third party accounts, excursions accounts, mission and overseas trips, building funds donation accounts, grants and funding, CSEF accounts etc.
- Manage end-of-month and year-end journal entries posting.
- Oversee the onboarding and offboarding of student accounts.
- Handle discrepancies and provide prompt resolutions to accounts receivable inquiries.
- Provide support to accounts payable as needed.

### Financial Reporting Responsibilities

- Compile and deliver comprehensive monthly debtor reports for review in scheduled debtor meetings.
- Prepare and maintain monthly reconciliation reports.
- Prepare year-end reports, including staff discount, school fees and levies projection, related party transaction, etc.
- Participate in the preparation of the annual College budget and forecasts.
- Prepare ad hoc reports and report templates as required.

### Other Responsibilities

- Collaborate with finance team members and other departments to provide additional support as required.
- Support the interim and annual financial audit conducted by external auditors.
- Provide support for priority projects as assigned.
- Assist in maintaining and documenting finance policies, procedures and processes.
- Assist in the implementation of financial software upgrades and improvements.
- Flexibility in taking on varied tasks as required or developed.

## **Inherent Requirements of the Position**

### **Administration / IT Staff:**

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

## **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

## **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Your duties may be varied by the College from time to time in accordance with the College's operational requirements.