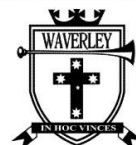


WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Accounts Officer
Campus:	Wantirna South & Narre Warren South
Employment Status:	FTE 1.0
Reports Directly To:	Accountant

Ministry Specifications:

Financial:

- Maintain accounts receivable
- Debt collection
- Processing all receipts.
- Manage direct debit arrangements
- Manage the College's Student Device programs
- Banking
- Bank and General Ledger reconciliations

Reports:

- Prepare, analyse and distribute debtors reports
- Prepare and distribute monthly Account Statements to school parents

General:

- Assist with priority projects as directed
- Relieve General Office as required
- Filing and routine duties
- Provide support to the Accounts Team and Administration Team as required
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Administration / IT Staff

- 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 to the Bursar and Property Manager 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.