

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ **Position Description – Accounts Receivable Officer** ~

<b>Title</b>	<b>Accounts Receivable Officer</b>
<b>Appointed by</b>	<b>The Executive Principal</b>
<b>Responsible to</b>	<b>The Business Manager through the Finance Manager</b>

## RESPONSIBILITIES AND DUTIES

### Overview

The Accounts Receivable Officer is expected to be experienced in financial processing of accounts receivable, being able to assist with the processing of financial transactions and maintain appropriate accounting records and financial information.

This position requires a detail-oriented and organised individual, capable of multitasking and maintaining a high level of accuracy in managing financial data. The Accounts Receivable Officer must also possess strong communication skills to interact professionally with parents, staff, and external parties.

### General Expectations

#### Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- c. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- d. You will be required to ensure that you:
  - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
  - ii. Work positively towards the success of Chairo Christian School's activities and traditions.
  - iii. Help maintain a positive and enthusiastic work environment.
  - iv. Support the ethos that the company requires of the school.
  - v. Are aware of your membership in the Christian community and respect and support the directions of the company through the leadership of the Board and Principal.
  - vi. Participate in Performance Management processes to continue developing skills.
  - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

#### Provide an example to all by:

- a. Modelling Christian behaviour, practices, and beliefs.

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- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students, and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of Chairo Christian School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

### SPECIFIC DUTIES

The Accounts Receivable Officer is required to carry out the following duties and responsibilities:

#### Core Responsibilities

- **Tuition Fee Statements:** Process, generate, and issue tuition fee statements to parents, ensuring strict adherence to timeframes set by the Finance Manager.
- **Receipting and Reconciliation:** Receipt, process, and bank all payments received by the school. Assist in the preparation of daily bank reconciliation as required.
- **Debt Recovery:** Assist the Finance Manager in recovering outstanding debts, ensuring effective follow-up and communication with debtors.
- **Parent Payment Arrangements:** Manage and maintain all parent payment plans, ensuring records are accurate and up-to-date.
- **Extra-Curricular Accounts:** Attend to the processing of extra-curricular parent accounts, ensuring accurate invoicing and timely payment reconciliation.
- **Tax Invoices:** Generate miscellaneous tax invoices for external facility hirers and other services as needed.
- **Finance Interviews:** Facilitate finance interviews with prospective parents, both in-person and online, across all Chairo campuses.
- **Accounts Receivable Inquiries:** Handle telephone calls and all correspondence related to accounts receivable in a timely and professional manner.
- **Petty Cash Management:** Manage petty cash requirements, ensuring accurate recording and reconciliation.
- **Enrolment Fee Suspense Account:** Reconcile the enrolment fee suspense account, allocating payments as required once enrolment is confirmed.
- **Debt Collection:** Assist in the debt collection process by reconciling payment schedules, contacting debtors, providing advice, and preparing reports as needed.
- **Fee Assistance Applications:** Support the fee assistance process, including sending applications, collating necessary documents, and issuing correspondence such as fee assistance letters following assessment.
- **Ad-hoc Tasks:** Provide assistance to the Finance Manager and on other finance-related tasks as required.

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## Support Responsibilities

- **Cross-Functional Support:** Provide backup and support to staff across various finance functions as directed by the Finance Manager.
- **General Staff Assistance:** Offer support to staff in other areas when necessary, ensuring a collaborative work environment.
- **Meeting Attendance:** Participate in meetings as required and contributing to discussions where relevant.
- **School Promotion:** Assist with the promotion of the school as needed, including interactions with prospective parents and external stakeholders.
- **Emergency Management:** Participate in the school's emergency management procedures, ensuring adherence to safety protocols and contributing to overall preparedness.

## Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

## Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety

## Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

## Required skills, Attributes and Qualifications

- An ability to work in a team of people to deliver quality services to the school
- Relevant qualifications or equivalent experience in accounting/business-related skills.
- Excellent people and communication skills.
- A high standard of computer literacy (MS Word and Excel) and keyboard skills

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- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- Flexibility
- Attention to detail with high proof-reading skills
- Ability to work without supervision.
- Ability to empathise with all members of the School community including staff, parents and students.
- An ability to maintain a high level of confidentiality
- Ability to work under pressure and deal with a number of tasks at one time.
- Current Driver's License
- Be able to provide a satisfactory Police Check and Working with Children Check