



POSITION DETAILS

Position Title:	Accounts Receivable (Fees) Officer
Department:	Support Staff
Date Updated:	27 April 2021
Reports to:	Finance Manager Business Manager
Commencement Level:	School Administrative Service – Level 3 Step 1

Primary Purpose

The Accounts Receivable (Fees) Officer is responsible for the management of fee collection procedures at Dubbo Christian School, including liaising with parents on overdue accounts and coordinating the fee assistance program. The Accounts Receivable (Fees) Officer is also to provide high quality services to students, parents, staff and other visitors who present personally at the Accounts Office or contact the School by telephone or email.

Essential Criteria

- Demonstrated capacity to work in a team environment in a Christian school context
- General experience with Accounts Payable and Receivable processes
- Ability to organise and prioritise workloads and tasks to meet deadlines
- A high level of interpersonal and communication skills
- Ability to facilitate complex personal and sensitive issues.

Desirable Criteria

- Demonstrated proficiency and competence in accounting software (preferably Xero) and Microsoft Office applications
- Accounting or bookkeeping qualification/s
- Basic knowledge of Workplace Health and Safety and Risk Assessment procedures.

Personal Attributes

- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

POSITION DESCRIPTION

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Business Manager via the Finance Manager.

Accounts Receivable

- Manage initial contact with outstanding fees debtors according to established protocols
- On behalf of the Business Manager, coordinate the school's fee assistance programs according to established protocols
- Co-ordinate direct debits, including completion of annual changeover
- Record and receipt Centrepay payments
- Process billings and initiate payment follow up
- Conduct Daily balancing of bank and clearing accounts
- Support the school's facility hire processes
- Maintain appropriate filing of accounts receivable documentation.

Accounts Payable (As required)

- Record and pay invoices via finance software systems, ensuring accurate recording including GST requirements and grant acquittal
- Receive, receipt and bank bulk cash
- Process creditor payment preparation
- Maintain appropriate filing of accounts payable documentation.

Administration (As required)

- Backup for Reception by answering phones and providing short term support
- Assist in supporting other Finance functions as required (eg Uniform Shop and Café)
- Appropriate filing of other documents as required by Business Manager or Finance Manager.
- Recovery of archive items.

Other

- Carry out other duties as directed by the Business Manager and Finance Manager from time to time.

Hours of Duty

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23