Caroline Chisholm Catholic College Position Description - Accounts Receivable Officer

**CLASSIFICATION: Educational Support Officer**

**REPORTS TO: Principal via Finance Manager**

The Accounts Receivable Officer’s key role is the generation and collection of school fees and preparation of daily banking. It also includes maintenance of the College’s Accounts Receivable system including raising of invoices and reconciliation of all Debtors to the General Ledger.

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| **Duties** |
| Specifically, the duties include, but not limited to;**Generation of School Fees*** Generate school fees as per fee schedule approved by the Principal and MACS .
* Printing and distribution of monthly fee statements.
* Reconcile and balance Accounts Receivable to the General Ledger
* Update Accounts Receivable master records
* Process BPay and direct debit payments.
* Process credit card payments
* Process and maintain CSEF database and forms

**Collection of School Fees*** Manage the debtor control database.
* Provide the Business Manager/ Principal with timely reports as to the status of overdue fees.
* Manage fee assistance and special considerations
* Be proficient in debtor management functions, including rectification of outstanding accounts
* Follow-up and escalate overdue payments

**General duties*** Process Daily Banking
* Process Daily Banking reconciliation
* Process bank reconciliation and month end journals
* Respond to enquiries from parents and students in relation to fee statements.
* Attend to the Accounts front desk as required.
* Processing of Charges, Debit Notes and Credit Notes as approved by the Finance Manger or Business Manager.
* Act within the delegations of this role.

**Archiving** * Responsible for filing and archiving of relevant accounts documents; receipts, banking, fee payment arrangements

**General*** Keep abreast of College software/data packages
* Assist with front reception and answer parent queries as required
* Implement emergency procedures and take on specific duties dependent on the threat
* Support and replace other accounting and administration rolls as required
* Process invoices for other non-school fees activities such as Music Tuition, Quin Auditorium and Paul Sadler.

**Team Culture*** Positively contributes to building an effective team culture
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
* Organisational decisions implemented and reinforced in a positive way
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| **Key Performance Indicators** |
| * Ensure a high level of overdue fees have been collected
* Collect and process a high level of current fee debt
* Accurate financial data notes per family in Synergetic
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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.**Other duties as directed by the Principal** |
| **Selection Criteria** |
| * A commitment to Catholic Education
* Appropriate qualifications and/or experience
* Experience in the use of computerised database systems
* Knowledge of Windows based computer applications is essential
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* A knowledge of Debt Collection principles
* Ability to work under limited direct supervision and to exercise discretion within established work practices
* Highly developed oral and written communication and interpersonal skills
* Experience in working within a team environment
* Holds valid Working with Children Check
* National Police Check
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.This position will undergo a performance review during the tenure period. |
| Caroline Chisholm Catholic College is a Child Safe School |
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