



**CHRISTIAN
COLLEGE**
G E E L O N G

ACCOUNTS RECEIVABLE ASSISTANT

Applications are invited from experienced and dedicated individuals who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

This full-time position commences immediately. The successful applicant will possess a strong finance background with excellent computer skills and high proficiency in Microsoft Word and Excel. Applicants must be able to work within a dedicated team and have a good rapport with all age groups.

A position description can be found on the College website: christiancollege.vic.edu.au

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Road, Vic 3216
ceo.secretary@ccg.vic.edu.au

Applicants should be aware that the College is committed to the safety of children and carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.

CLOSING DATE: Friday 10th February, 2017



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POSITION DESCRIPTION: Accounts Receivable Assistant

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- processes and receipts cash and cheques to prepare Banking in a timely manner
- receipts Credit Card payments on a daily basis
- processes and receipts all automated Direct Debit Deposits and internet banking (eg Credit cards, BPAY, Internet Banking etc) as required
- assists in reconciling and processing accounts receivable (eg receipting, balancing & banking of family, sundry, canteen, uniform shop & general ledger receipts) for the purpose of securing outstanding funds in an accurate and timely fashion
- processes fee account adjustments (eg family invoices, music lessons, family transfers, credit notes and journals) for the purpose of maintaining accurate account balances
- contacts families re overdue fees as required
- displays excellent computer skills in Word and Excel and preparedness to learn new software
- prepares cash cheques as requested and processes allocations as required
- provides information to families regarding fees
- prepares and maintains a wide variety of manual and electronic documents, files and records (eg fee statements and letters, fee options, mail merges, bus routes and fees letters) providing reference, conveying information and complying with established financial, legal and/or administrative requirements
- responds to enquiries of parents, staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing enquiry
- supports Accounts Receivable Manager for the purpose of providing assistance with their functions and responsibilities

- notifies and records direct debit/credit card rejections weekly as required
- answers telephone calls for the purpose of screening calls, transferring calls, and responding to enquiries and/or taking messages
- responds to a wide variety of enquiries from reception (students, families & external parties) for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

Expectation of Skills

- advanced knowledge of Microsoft products particularly Word, Excel and Outlook
- exceptional organisational and communication skills
- be able to manage difficult people and circumstances, in a calm, professional and compassionate manner
- exercise confidentiality in all matters
- advanced presentation skills

Organisational Relationships

- reports to accounts Receivable Manager and Business Manager

General Conditions of Employment

The position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the website www.fairwork.gov.au.

The position is based on a 38 hour week with starting time of 9.00am and finishing time of 5.00pm.

Please Note:

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.