



## **CHRISTIAN COLLEGE HIGHTON CAMPUS ACCOUNTS RECEIVABLE OFFICER**

**CHRISTIAN  
COLLEGE  
GEELONG**

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### **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.

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### **Expectations of Duties**

- Reconciles and processes 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 and receipts all automated Direct Debit Deposits and internet banking (eg Credit cards, BPay, Internet Banking etc) 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
- 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 inquiry
- Supports Accounts Receivable Manager for the purpose of providing assistance with their functions and responsibilities
- Answers telephone calls for the purpose of screening calls, transferring calls, and responding to inquiries and/or taking messages
- Responds to a wide variety of inquiries 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
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## **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
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## **Expectations 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
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### **Organisational Relationships**

- Reports to Accounts Receivable Manager and Business Manager
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### **General Conditions of Employment**

This position is employed under the conditions details in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the Staff Intranet/Documents/Employment Relations.

The position is based on a 38 hour week with starting and finishing times to be negotiated with the Accounts Receivable Manager.

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