



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 direct debit, Bpay, credit card, internet banking, cash and cheque deposits, banking and adjustments in a timely manner as required
- notifies and records direct debit and credit card rejections
- assists in reconciling and processing accounts receivable including receipting, balancing and banking of family, sundry, canteen, uniform shop and general ledger receipts for the purpose of securing outstanding funds in an accurate and timely fashion
- processes fee account charges and adjustments to debtor accounts including family invoices, music lessons, family transfers, credit notes and journals for the purpose of maintaining accurate account balances and generation of statements
- contacts debtors regarding payment rejections and overdue fees and establish a timeline for making up payments
- processes student enrolments, new account creations and student and debtor exits from the College
- prepares, maintains and scans a wide variety of manual and electronic documents, files and records including fee statements, letters, fee options, mail merges and bus routes; providing reference, conveying information and complying with established financial, legal and/or administrative requirements
- responds to enquiries from parents, staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing enquiry
- responds to a wide variety of enquiries from reception (students, families and external parties) for the purpose of resolving problems, providing information and/or referring to appropriate personnel
- answers telephone calls for the purpose of transferring calls, responding to enquiries and/or taking messages
- supports Accounts Receivable Manager for the purpose of providing assistance with their functions and responsibilities
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the team

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 and preparedness to learn new software
- exceptional organisational and communication skills
- be able to manage challenging 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 Senior Finance Manager

General Conditions of Employment

The position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2020/School Administration Services. A copy of this Award is provided on the website www.fairwork.gov.au.

The position is based on a 0.5 EFT of a 38 hour week with an indicative starting time of 8.00am and finishing time of 4.00pm.

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.