Role

The Accounting Clerk / Backup Receptionist will provide accounting and reception support to the School. The role will primarily encompass duties in accounts payable, purchasing, compliance and risk management and back up support for the Receptionist.

The role requires a happy and welcoming disposition, excellent communication and organizational skills and the ability to prioritize multiple tasks. As a member of the School’s Administrative team, the Accounting Clerk / Backup Receptionist will be a supportive, co-operative team member who shows initiative and a willingness to improve processes.

Key Responsibilities

Accounts Payable
- Match suppliers invoices with purchase orders and input them into the School’s Synergetic accounting system

Purchasing
- Produce purchase orders from authorized requests and forward them to suppliers
- Maintain suppliers details in the Synergetic accounting system
- Maintain purchase order files

Compliance
- Maintain the compliance software program under the guidance of the Director of Business and Finance Manager

Backup Reception
- Act as Receptionist during school holidays
- Act as Receptionist from 4pm to 5pm daily during term time
- Answer the telephone if the Receptionist is unable to answer
- Relieve at Reception when the Receptionist is at lunch or absent
- Compile list and report absentees to teaching staff and complete and distribute the Daily Bulletin if Receptionist is absent for the day

When at Reception
- Answer all telephone calls promptly and respond effectively to all enquiries
- Greet and direct visitors to the School
- Maintain the visitor security system
- Assist with student enquiries
- Accept all deliveries to the Main Reception
- Maintain the Reception area
- Accept and redirect all email enquiries

First Aid
- Assist the Receptionist with first aid requirements when necessary
- Manage the ordering of first aid supplies
- Maintain and fill all first aid bags

General Administration
- Deliver mail between the Accounting office and the Staff lounge
- Manage the archives register
Kilvington Grammar School
Position Description
Accounting Clerk / Backup Receptionist

➢ Provide support for general clerical jobs

Expected Outcomes

- Demonstrated support of and respect for the School’s vision, values, goals, policies and procedures.
- Efficient, timely and professional support to the Accounts office and Main Reception.
- Warm, friendly phone manner.
- Accurate administration of supplier invoices matched with purchase orders in Synergetic.
- Accurate record keeping of archives register.
- Timely preparation and submission of all purchase orders.
- Accurate maintenance of compliance software.
- Effective, positive and cohesive working relationships with all members of the School community and relevant external bodies.
- Prompt, accurate and professional response to staff, student, parent and external bodies in all matters.
- Maintain high levels of confidentiality, honesty and credibility.

Working Relationships

The Accounting Clerk / Backup Receptionist:
- Reports directly to the Director of Business.
- Provides support and advice to other staff as required.
- Liaises with external agencies and providers as required.

Qualifications

It is expected that the Accounting Clerk / Backup Receptionist will hold strong book keeping / administrative / reception skills and / or Tertiary qualifications.

The Accounting Clerk / Backup Receptionist must hold a current Working with Children Check and Level 2 First Aid Certificate.

Experience and Skills

- Outstanding communication skills demonstrated by a rapport with all levels of the organisation.
- Strong organisational and time management skills with an ability to manage and prioritise a number of concurrent tasks whilst meeting prescribed deadlines.
- A high degree of attention to detail.
- A solution-orientated person, with an ability and a desire to identify and bring about significant improvement and streamlining of processes, systems and record keeping.
- Computer literacy skills and knowledge of computerized financial management and spreadsheet applications.
- Experience in a busy Reception environment
- Demonstrated ability to work effectively in a team environment with strong communication skills.
• Proven customer service focus, with an ability to identify and respond appropriately to customer
needs and concerns.
• Experience working in an educational environment will be an advantage.
• Experience in using the Synergetic accounting system will be an advantage.
• Professional and warm phone manner
• An ability to format and present information accurately, quickly and logically.
• A positive attitude and a proactive and calm approach with a solution focus.
• Demonstrates high-level computer skill and literacy, with a comprehensive knowledge of
  computer packages including Microsoft Office Suite - Word, Excel, PowerPoint and Outlook and
  specific school packages including Synergetic.

Personal Characteristics

• Presents a professional, positive, warm, calm and welcoming persona.
• Demonstrates high levels of confidentiality.
• Demonstrates a respect for and acceptance of difference in students, parents and staff.
• Displays empathy, enthusiasm, commitment and is highly motivated to contribute.
• Possesses a strong work ethic.
• Exercises ownership and concern for quality of own work reflected in accuracy and attention to
detail.
• Operates effectively in a collaborative team environment; establishes a rapport and builds strong
relationships.
• Is flexible and has an ability to adapt and operate effectively in an engaging and evolving
environment.
• Shows a strong commitment to deliver exceptional service.

Meetings

• Staff Meetings.
• Professional Learning Meetings.
• Other committees, the foci of which pertains to the role of Accounting Clerk / Backup Receptionist

Additional Information

This full-time position (1.0 FTE) requires the Accounting Clerk / Backup Receptionist to work from 9:00
am to 5:00 pm Monday to Friday.

The incumbent will be required to attend meetings, functions or promotional events as part of, or in
addition to, normal working hours. Some duties will need to be performed at times other than during
the School day or when students are in attendance.