

### **Position Overview**

The Accounts Receivable Officer will provide support to the Finance Manager and assist in the sound administration of the financial functions of the School.

The Accounts Receivable Officer role demands a happy and welcoming disposition, excellent communication and organisational skills and ability to prioritise multiple tasks.

As a member of the School's administrative team, the Accounts Receivable Officer will be a supportive, co-operative team member who shows initiative and a willingness to improve processes.

### **Key Responsibilities**

#### Debtors

- Accurately prepare and calculate fee, levy, concessions and all other charges for local and international students.
- Issue fee invoices four times per year for local students and twice a year for international students.
- Process all adjustments as necessary for various charges e.g. music, excursions, scholarships, allowances, camps etc.
- Calculate pro-rata fees for any students who start during the year.
- Calculate full year's fees for any debtor who wishes to pay a year in advance.
- Calculate, monitor and if necessary process monthly instalment amounts as requested by families.
- Maintain debtors' database.
- Coordinate the collection of school fees and follow through on late payments.
- Maintain music charges including sessional music lessons and instrument hire.
- Liaise with the Director of Admissions to maintain and administer scholarships and bursaries.

#### School Banking

- Count, bag and deposit large quantities of coin from various fund-raising activities across the school.
- Count, bag and deposit daily takings from Canteen.
- Organise floats for various activities.
- Organise staff cash reimbursements if under \$30.
- Arrange cash collection with external agency.

#### Reconciliation

- Prepare daily Bank Reconciliation, including entering daily journals as required.
- Prepare monthly reconciliation of corporate credit cards.
- Monitor Trybooking online payments made for various functions.

#### Childcare Rebate Receipts

- Calculate tuition fees paid on a daily basis by parents of ELC students and Issue receipts at the end of each school term for parents to claim from Centrelink

#### Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- A debtor follow up system that maintains outstanding debts to within satisfactory predetermined limits.
- Timely and accurate invoicing of school fees.
- 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.

#### Working Relationships

The Accounts Receivable Officer:

- Reports directly to the Business Manager
- Provides support and advice to other staff as required.
- Liaises with external agencies and providers as required.

#### Knowledge, Experience and Skills

- Experience working in an educational environment will be an advantage.
- Experience in using the Synergetic accounting system will be an advantage.
- 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.
- A 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 differences 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.

### **Child Safe Statement**

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School's Child Safety and Protection training program. The staff intranet contains copies of the School's Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

You must hold a valid Working with Children's Check and complete a Police Check.

### **Additional Information**

This part-time position (0.8 FTE) requires the Accounts Receivable Officer to work from 9:00 am to 5:00 pm Monday to Thursday.

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.

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Kilvington Grammar School  
Position Description  
Accounts Receivable Officer

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