

ACCOUNTS RECEIVABLE OFFICER

Duties and Responsibilities Statement



John Septimus Roe
ANGLICAN COMMUNITY SCHOOL

PART OF **AngliSchools**

POSITION TITLE	Accounts Receivable Officer
FTE	0.8 FTE
DIVISION	Business Office
REPORTS TO	Business Manager via the Accountant

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of the School. He is responsible for all staff appointments. The Principal delegates to other persons aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees are required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff are required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure and be a current and ongoing holder of a Working with Children Check.

All support staff are required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Accounts Receivable Officer is responsible for managing accounts receivable and other accounts duties as delegated by the Business Manager or Accountant.

SPECIFIC RESPONSIBILITIES

Accounts Receivable:

- Process billing of Tuition Fees and charges to families and third parties as required
- Monitor and follow up outstanding fees according to the School's Debtor Collection Policy
- Prepare outstanding debtor reports and recommend action where necessary
- Develop and maintain written procedures for the fee billing and collection processes
- Process the finalisation of family accounts for leaving students
- Prepare online bank files and banking deposits
- Assist with the processing of fee concession applications from families

- Liaise with families to create mutually acceptable payment arrangements
- Liaise with the School's nominated debt collection agency when required
- Monitor and follow up Out of School Care program accounts

Accounting Reports:

- Maintain and develop standard reports for internal purposes as required
- Utilise computer applications to generate special purpose reports
- Responsible for completion of Statutory and other returns as necessary
- Assist School Accountant with monthly debtor reporting requirements

Other:

- Ensure staff and external stakeholders are provided with information relevant to them
- Maintain, update and create new procedures as required
- Undertake other duties as required and directed by the Principal or Principal's delegate

EXPERIENCE/SKILLS/ATTRIBUTES

Previous experience in Accounts Receivable

- Excellent communication skills both verbal and written
- Proficiency in the use of Microsoft software programmes
- Experience working with SEQTA and Synergetic (preferred, not essential)
- Ability to prioritise work tasks
- A friendly and helpful disposition

GENERAL REQUIREMENTS

The school strives for excellent standards in all areas and each staff member is required to:

- Understand and support the Mission, Vision and Ethos of AngliSchools and John Septimus Roe Anglican Community School
- Maintain professional confidentiality concerning student and/or staff information
- Work cooperatively with all staff members and fully support the Principal, Executive Team and activities of the school
- Serve as a good ambassador of the school. This includes being well groomed and wearing appropriate attire as an independent school staff member, in accordance with school policy
- Be aware of and comply with the School's Code of Conduct and other policies and procedures relevant to the role
- Follow all Work Health & Safety requirements and safe work practices
- Ensure all staff, students, parents and external stakeholders are provided with a quality service in a professional, efficient, and friendly manner
- Strive to implement productivity, quality, and service improvements on a continual basis
- Attend and contribute to meetings of whole staff and smaller groups when required
- Be proactive in sourcing and engaging in on-going personal professional development in line with the school's professional development policy and budgets
- Be actively involved in the School's Staff Appraisal Program
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

POSITION: ACCOUNTS RECEIVABLE OFFICER

I have read this document and agree to undertake the duties and responsibilities listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Employee's Name

Signature

Date