

POSITION DESCRIPTION	
Position:	Finance Officer – Accounts Receivable
Department:	Administration
Reporting to:	Principal through the Business Manager
Directly Supervising:	Nil
Salary Level:	School Officer – Level 4
Hours of work:	Term Time, 5 days per week 8:00am – 4:00pm (7.0 hrs. per day) Additional weeks may be required during school holidays based on workload.
Date:	January 2020

Role Statement:

The Finance Officer carries out a wide range of financial and administration tasks with expertise in accounting and client relations. The role holder is required to demonstrate a high level of initiative with an in-depth knowledge and competency of a variety of routines, methods, procedures and processes associated with the position. Discretion and a high level of confidentiality are required of the role holder who reports directly to the office of the Business Manager.

As a member of the College Administration Team, which includes the Finance Team, the role holder supports the Team's objective of providing the highest level of professionalism and service to the College Community. The Finance Officer also operates within the Catholic educational environment and culture and will be supportive of the Catholic ethos and Mission of the College.

Qualifications:

Tertiary qualifications at Certificate Level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the Principal as necessary to successfully carry out the duties of the position.

You may also be required to undertake First Aid certification as part of this role.

Requirements of the Position:

- High level of confidentiality
- A solid understanding of double entry accounting
- Excellent interpersonal, written and verbal communication skills
- High level of competency and accuracy over a number of software programs relevant to the position
- Ability to work with general supervision to achieve stated outcomes within set time frames
- Competency involving the application of knowledge with depth in some areas of financial operations
- Ability to work collaboratively with other members of the Finance Team and the Office Administration Team
- Discretion and judgement when planning work routines within set organisational processes and procedures
- Ability to work across both Accounts Payable and Accounts Receivable areas including sharing workloads within the Team during peak times or as requested
- Ability to fill in for other administration positions if required
- Exercise initiative when working within the Finance Team and actively participate in Finance Team meetings

Typical Duties:

- Manage all Accounts Receivable functions including school fees, collections from students, trading operations and fundraising.

School Fees:

- Ensure the timely invoicing and issue of the School Fee Statement to families each term – maintaining staff discount, family scaling, concession journal and other levies charged
- Ensure the timely invoicing and issue of new and exited students including advice to parents, pro-rata application, family scaling, refund of overpaid fees, monitoring of returned items and other administrative tasks
- Ensure timely advice to Year 12 students with the exiting procedure including all resources returned, outstanding fees cleared and payment arrangements in place
- Ensure timely issue of account reminders and apply late fee as applicable with Business Managers' consultation



- Collect and record fee payments from families in Dynamics
- Maintain records on all families with an outstanding school fee account and actively work with families to clear the outstanding amount including instructions from the Business Managers with regard to debt outcomes
- Manage families with establishing payment arrangements including data input into Dynamics and parent contact. Responsible for BPoint management and integrity
- Maintenance and timely response to parent correspondence via the accounts receivable email mailbox
- Perform a daily reconciliation of the BPay, Direct Debit and BPoint bank accounts reporting to the Business Managers on any issues
- Perform maintenance of the School Fee by Categories Report on a regular basis to ensure that family balances are accurate
- Liaise with the College Debt Collection Agency and refer customers as directed by the Principal or Business Managers
- Arrange appointments for families to meet with the Business Managers as required

General Receipts:

- Ensure daily processing of all transactions in the credit column of the operating account
 - Arrange for the timely banking of monies collected through the Fees Office utilising the secure banking service
 - Collect and record money received for fundraising activities from students
 - Collect and record money received from trading operations
 - Manage Flexischools processes including the uploading of information and the receipting of collections
 - Manage the office Eftpos machine including the daily reconciliation process
- Actively participate in both internal and external financial audits by providing accurate information and documents to support the audit process
 - Issue Free Text Invoices for general accounts and monitor Other Debtor accounts
 - Work collaboratively with other members of the Finance Team and provide practical assistance with Accounts Payable functions as requested or required.
 - Undertake the responsibilities of Accounts Payable functions during the absence of any member of the Finance Team



- Provide phone call support to both Main Reception and Student Reception during peak times or during the absence of the role holders
- Any other task as directed by the Business Managers or Principal

Reporting and Other Responsibilities:

The Finance Secretary reports to the Business Manager and the Assistant Business Manager and is an integral member of the Administration Office and Finance Teams. A significant relationship also exists with members of the College Leadership Team, College Staff, parents, students and members of the College community.

Assisi Catholic College:

Assisi Catholic College is a master planned P-12 co-educational Archdiocesan College located in the fast-growing northern Gold Coast region of Upper Coomera. The College has approximately 1,450 students in 2020. Four distinct yet connected educational precincts operate within the College – Early, Junior, Middle and Senior Years.