



# Nagle College

## Bairnsdale

### Position Description

**Position:** Accounts Receivable and Administration Officer ( FTE 0.73 )

**Reports to:** Administration Manager

### Mission

**'A Faith Filled Learning Community, Striving for Excellence'**

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

### Job Scope

The Accounts Receivable and Administration Officer is responsible for Accounts Receivable and maintenance of student contact records and student files together with other administrative duties.

The position is required to demonstrate an ability to work independently, show initiative and be able to maintain strict confidentiality at all times.

### Key Responsibilities

#### Receivables

- Provide objective, confidential, and timely assistance to resolve debtor queries.
- Raise yearly (and pro rata) school fees and any adjustments in accordance with the approved school fee structure including application of appropriate levies and concessions. Send annual fee accounts to families and statements on a regular basis.
- Regular follow up of all overdue accounts by telephone, SMS, letter/email and analysis and referral of accounts to the Business Manager and Principal as required for further action.
- Make payment arrangements with families and other debtors for overdue accounts within agreed guidelines.
- Update debtor account records with notes and detail of correspondence with debtor including payment arrangements made with debtors.
- Referral of approved overdue accounts to the College's debt collection agent and regular liaison and update with the agency regarding debtor accounts and payments.

- Raise invoices for all Commercial/Other Debtors as required or instructed by the Business Manager (including external groups utilising/hiring College facilities).
- Preparation of debtor account reconciliations to ensure debtor accounts reconcile with the debtor's ledger and resolve any differences or refer to the Business Manager.
- Processing of Camps, Sports, and Excursions Fund (CSEF) applications and/or similar government programs.
- Calculation, processing, and submission of Bus Conveyance including raising invoices and paying contractors as required.
- Maintain regular electronic payment methods within the College systems on Debtor accounts, including Direct Debit and Credit Card payments.
- Daily processing (upload/download) of all electronic payment methods into College and banking systems (including Direct Debit, BPay, Centrepay, Credit Card etc..).
- Process daily receipting from all College bank accounts including direct deposits, EFTPos, Credit Card receipts and dishonoured payments.
- Preparation of Bank Reconciliations of all College Bank Accounts.
- Daily receipting of online and telephone payments.
- Provide daily oversight and assistance as required with receipting processed by other staff.
- Daily reconciliation and banking of cash from all sources.

### **Student Administration**

- Maintenance of Student contact details.
- Maintenance of Student confidential details.
- Filing and Archiving of student files.
- Providing information to Principal and updating of student records for school departures.

### **Administration and other Duties**

- Daily follow up on all the emails received in the generic finance department inbox, providing prompt response on all enquiries.
- Assist Business Manager with monthly/quarterly reports (e.g., Debtor Reports).
- Monthly processing and reconciliation of Corporate Credit Card statements.
- Monthly reconciliation of online payment systems (used for Canteen and other areas).
- Reconciling of Uniform shop payments.
- Back up support /cover for Accounts Payable.
- Back up support /cover for Reception.
- Any other duties as requested by Administration Manager / Business Manager.

### **Commitment to Child Safety**

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

## **General Duties**

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.

- Attend as required, school functions and events, staff development days, as appropriate or as directed.
- Any other duties as requested by the Principal.

## Organisational Relationships

The Accounts Receivable and Administration Officer has a number of key internal and external relationships.

**Reports to:** Administration Manager.

**Supervises:** Nil.

**Internal liaisons:** Teaching and Education Support Staff.

**External liaisons:** Parents, Suppliers, Government Agencies, Debt Collection Agencies and other external providers.

## Judgement and Decision Making

This Accounts Receivable and Administration Officer position requires employees to solve problems that may involve the identification and analysis of diverse problems, and then apply appropriate technical training and expertise to decision-making.

The Accounts Receivable and Administration Officer position will generally have scope to:

- innovate within own function and take responsibility for outcomes.
- design, develop and test systems and procedures.
- participate in planning involving resources used and developing proposals for resource allocation and analyse and report on data.

Routine supervision and direction is provided by the Administration Manager and Business Manager and to review established objectives.

## Skills and Competencies

- Previous experience in an Accounts Receivable/Debt Collection role is highly desirable.
- Must hold or be willing to acquire a Working with Children Check and a National Police Record Check.
- Skills to Handle confidential information in an appropriate manner.
- Excellent skills with MS Office required.
- Experience with synergetic and SIMON database or similar would be an advantage.
- Excellent communication skills both written and verbal.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required.
- A commitment to ongoing professional learning and growth in skills.