



## Annesley Junior School

### POSITION DESCRIPTION

<b>TITLE OF POSITION:</b>	<b>Accounts Receivable Officer</b>
<b>RESPONSIBLE TO:</b>	Business Administrator
<b>EMPLOYMENT STATUS:</b>	Part-time (min 15 hours per week)
<b>COMMENCEMENT DATE:</b>	14 January 2019

#### POSITION OVERVIEW

This is an administration role, classification Level 3 ESO with primary responsibility to the Business Administrator and Principal.

#### ORGANISATIONAL OVERVIEW

At Annesley Junior School our children from two years of age to Year 6 are active participants in a community of learners. Students engage in a rigorous learning program with a focus on leadership, service and community sustainability. Student learning is not confined within the boundaries of traditional subject areas but is supported and enriched by them – boys and girls engage in a ‘hands on’ approach and have access to our extended community for specialist knowledge and ‘real life’ experiences.

Values form the basis of teacher and student interactions. They are implicitly and explicitly taught through role modelling, their inclusion in trans-disciplinary units, discussion, questioning, through guided reflection and timely consideration of daily interactions. Our ten core values are embedded in our daily practice:

Courage  
Resilience  
Responsibility  
Humility  
Civility

Justice  
Compassion  
Respect  
Gratitude  
Integrity

The Annesley curriculum is engaging, challenging and relevant, and actively supports the developmental differences and learning styles of girls and boys. It is framed by the pedagogy of the International Baccalaureate Primary Years Program (IB PYP). Structured, purposeful inquiry is at the heart of the PYP philosophy. The learning program in the ELC is influenced by the international best practice of the Reggio Emilia philosophy and the curriculum is also guided by the National Early Years Learning Framework (EYLF). The Australian National Curriculum which equips all young Australians with the essential skills, knowledge and capabilities to thrive and compete in a globalised world and information rich workplaces of the current century is embedded in the curriculum from Reception to Year 6.

#### SCHOOL EXPECTATIONS

##### Staff will:

- Work collaboratively to achieve the objectives of the Junior School from ELC to Year 6.
- Foster and inspire different approaches to stimulate a love of learning.
- Engage with the school community in the purpose and practice of learning.
- Commit to the Christian ethos of the school and demonstrate tolerance in respect of other religions and spiritual expressions.

#### RESPONSIBILITIES AND OUTCOMES

- Process all student fees and charges including ELC, primary school, OHSC, camps, uniforms

and any other sundry charges.

- Raise invoices and distribute to parents on a timely basis according to billing cycles.
- Process all receipts (cash, credit cards, Bpay, or direct deposits, direct debits)
- Maintain accurate fee information in the accounting system, including all student fees, fees discounts, agreed special payment arrangements.
- Administration of ELC Qikkids software including student and parent data, billing, receipts, government subsidy transactions.
- Maintain accurate financial records relating to enrolment deposits
- Reconcile individual student fee accounts as required
- Reconcile Accounts Receivable subsidiary ledger to the general ledger on a monthly basis
- Reconcile Student Qikkids balances to the corresponding debtor account in the accounting system
- Reconcile student enrolment numbers with the Registrar on a monthly basis
- Follow up queries from parents regarding their account
- Review outstanding debts regularly and liaise with the Business Administrator regarding account collection and payment arrangements
- Contribute to the development of policies and procedures in areas of responsibility

#### **Other Duties**

Undertake such other duties as may be required by the Business Administrator and Principal.

#### **Professional Growth and Learning**

- Keep abreast of new advances in administration and accounts receivable processes and software and assess their value-add in the context of Annesley Junior School
- On-going review and evaluation of administrative and accounts receivable practices using a range of measurement tools and adapting practices to maximise outcomes
- Contribute to the professional learning of other staff members by sharing knowledge, ideas and resources.

#### **CAPABILITIES AND BEHAVIOURS**

- Proven ability in accounts receivable in a customer focussed organisation.
- Demonstrates initiative, personal energy and enthusiasm for the role and for working in a school environment.
- Fosters a culture of openness and transparency
- Encourages and demonstrates collaboration across student, staff and community groups
- Lives and promotes the values of the Junior School
- Demonstrates high degree of professionalism and an ability to maintain confidentiality at all times
- Develops effective working relationships and rapport with students, staff, parent and community groups
- Ability to be flexible, creative and innovative
- Ability to prioritise and to co-ordinate high volumes of work under pressure of deadlines
- Demonstrated ability to work within a dynamic environment
- Proven ability to operate with some autonomy
- Demonstrates initiative
- Excellent attention to detail
- Demonstrated ability to provide a high level of customer service in all activities
- Uses and promotes ICT as a learning and administrative tool.

#### **KNOWLEDGE**

- Sound understanding of administrative and accounts receivable procedures
- Sound understanding of policies, procedures and legislation in the work environment (e.g. WHS, Child Protection, Privacy).

- Knowledge of ICT strategies, programs and resources that support educational and administrative functions, communications, productivity, and information management:
  - Synergetic
  - Qikkids
  - Microsoft Office - Word, Outlook, Excel
  - Internet and search engines
  - Google Docs

#### **EXPERIENCE**

- 3-5 years experience in a similar role
- Experience working in a school is desirable
- Development and maintenance of administrative procedures
- Providing high quality administration across a variety of functions in an organisation
- Preparation of papers and minutes at the executive level
- Maintaining accurate and confidential records
- Using IT systems and software creatively and effectively

#### **QUALIFICATIONS**

- Certificate level qualification in administration / finance desirable but not essential

#### **ADDITIONAL REQUIREMENTS**

- Current – DCIS Criminal History Check
- Current - Responding to Abuse and Neglect Training
- Current – Senior First Aid Certificate or equivalent
- Flexible working hours