



MARIST COLLEGE ASHGROVE

POSITION DESCRIPTION: Accounts Receivable Officer

REPORTS TO: College Business Manager and works under guidance from the Finance Manager.

CLASSIFICATION: School Officer Level 4

HOURS: 5 days, term- time (38 hr/wk)

QUALIFICATIONS: Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position are required. Alternatively, such knowledge, qualifications and experience that are deemed by the employer to be equivalent may be acceptable.

KEY CHARACTERISTICS: The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of roles in a variety of contexts, where there is some complexity in the ranges and choice of actions required. Competencies are normally used within a variety of routines, methods and procedures. Discretion and judgement are required for self/others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is carried out under general supervision. Progress and outcomes sought are under general guidance.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised. Training of subordinate staff may be required.

KEY RESULT AREAS: The position holder is responsible for the range of Accounts Receivable functions within the College, in particular, the collection of College tuition fees.

SKILLS and ABILITIES: Skills and abilities of the following are required:

- Significant experience in Accounts Receivable functions;
- A practical understanding of the Catholic and Marist ethos of the College;
- Ability to maintain high professional standards in relation to confidentiality and integrity
- A creative approach to problem-solving;
- Effective interpersonal skills;
- Excellent organisational ability;

- Excellent attention to detail;
- Punctuality and reliability;
- Ability to work well under pressure;
- High level computer literacy including Microsoft Office, databases and various e-communication packages;
- A strong commitment to customer service;
- Demonstrated capacity to prioritise work from varied stakeholders, including occasional large volume work flows and critical deadlines;
- Ability to maintain high professional standards in relation to confidentiality and integrity;
- Demonstrated ability to work both autonomously and as part of a team;
- Capacity to work within strict timelines.

KNOWLEDGE:

The position holder will demonstrate a high level of financial acumen and a working knowledge of computerised accounting systems.

TYPICAL DUTIES:

Typical duties performed include, but are not limited to:

- Assist in the coordination of the billing process for academic fees, boarding charges (including international payment receipting), enrolment deposits and charges relating to co-curricular activities

SPECIFIC DUTIES:

Specific duties performed include, but are not limited to:

- Reconciliation of fee accounts;
- Receipting of cheques, cash, EFTPOS, direct credits and BPAY in a timely manner;
- Assist parents as required in the use of payment technologies and use of the School Portal;
- Prepare correspondence in relation to debtors;
- Assist in the preparation for senior management monthly and annual financial reports reporting on outstanding fee accounts;
- Liaise with parents in relation to payment options, account enquiries and the timing of fees and co-curricular charges;
- Work effectively with debt collection agencies as required in relation to the collection of funds from delinquent accounts;
- Assist with the preparation of billing for other debtors including organisations that hire the School Facilities;
- Assist with the preparation of financial reports on fees for Indigenous Student Scholarship agencies:-
 - AIEF – prepare annual budget & quarterly reports
 - CYLP – prepare annual accounts
 - ABSTUDY – prepare quarterly reports
- Assist with the preparation of Semester reports for Queensland State Government Living Away From Home Allowances

- Assist with the preparation of Quarterly reports to the College Registrar for CRICOS
- Be proactive in implementing processes to improve efficiency and functionality of the debtors role;
- Maintain effective filing and archiving systems;
- All employees recognise and accept that multiskilling is an essential component of the college and may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.