



POSITION DESCRIPTION – SCHOOL OFFICER (ACCOUNTS RECEIVABLE)

1.0 POSITION TITLE: School Officer (Accounts Receivable)

1.1 Classification – Level 4

1.2 Hours – Full Time

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS:

The purpose of the role of School Officer (Accounts Receivable) at Villanova College is to ensure efficient follow up and collections of accounts receivable of the college as well as an efficient, accurate and timely receipting.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others in the execution and completion of duties and responsibilities.

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently and in an appropriate and timely manner.

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College. All matters must be handled in a confidential manner relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY:

The position of School Officer (Accounts Receivable) directly supports and assists the College Accountant as well as the Business Manager. The position involves collaborative working relationship with other business office staff as well as liaison with other staff, both teaching and non-teaching, of the College. Tasks are performed independently with minimal general

supervision. Following of College policies and procedures relevant to the role is of paramount importance.

This Duty Statement will be reviewed annually, as part of a professional development appraisal, in collaboration and partnership with Business Manager. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the Business Office.

4.0 DUTIES TO BE UNDERTAKEN:

The position requires the role holder to undertake and complete the following activities and duties, but is not limited to them, and other duties may be allocated from time to time as required:

4.1 Debtor management

- Debt collection, including liaison with parents. Debt Collection is in accordance with School Fees Policy and includes written and verbal follow up communication.
- Establishment and maintenance of parent payment arrangements (including management of direct debits)
- Maintain the established TASS database for general and confidential notes to create an audit trail of conversations, commitments and agreements with parents.
- Reconciliation of debtors control account to subsidiary ledger and associated general ledger reconciliations, including concessions
- Prepare monthly outstanding debtors report for Business Manager.
- Assist Business Manager in the calculation of hardship concessions
- Liaison with College's Debt Collection Agency

4.2 Banking

- Daily processing of BPay, electronic payments and direct deposits
- Daily receipting of:
 - Tuition fees and levies
 - Commercial debtors
 - Trading entities - Uniform Shop and Tuckshop
 - P&F banking in MYOB:
 - Second hand uniform shop
 - Miscellaneous
 - Sports Support Group banking:
 - Canteen
 - Miscellaneous
 - Music Support Group banking

- Miscellaneous banking, ie fundraising, events, tours
- Enrolments

4.3 School and parent events and miscellaneous charges

- Managing set up, receipting and reconciliations associated with:
 - College excursions, tours and events
 - Parents events (including liaison with parents)
 - Miscellaneous charges

Utilising TASS software, NAB Gateway and / or Flexischools / Trybooking account as required.

- Assisting College Accountant with International Carnival finances
- Managing Sports Support Group Mega Raffle

4.4 Other

- Reception relief duties, as required
- Other duties as requested by the Accountant or Business Manager within your level of competency
- Supporting other business office staff in their absence

5.0 ESSENTIAL SKILLS:

- Practical application in computerised accounting systems (TASS.web and MYOB a distinct advantage)
- Advanced computer skills in Microsoft Excel, Word and Outlook
- A demonstrated understanding of bookkeeping concepts
- Excellent analytical skills and attention to accuracy and fine detail including ability to perform reconciliations
- The ability and commitment to:
 - Maintain confidences on matters associated with the college's financial operations
 - Enhance existing knowledge and skills
 - Readily embrace and implement the benefits of new technologies where appropriate
 - Work collaboratively and effectively in a team
 - Prioritise tasks efficiently and manage time effectively

- Learn and apply new concepts quickly
- Liaise professionally with staff, and external parties
- Work under pressure and manage deadlines
- Strong customer service focus and communication skills
- High level of organisation, accuracy and efficiency
- High degree of initiative and enthusiasm
- Possess a valid Blue Card

6.0 AUTHORITY LIMITS:

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised as per College's Delegation Policy.

At all times, the School Officer (Accounts Receivable) must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS:

The School Officer (Accounts Receivable) reports to the Business Manager and ultimately the Principal of the College.

