

Position Description

Accounts Receivable Officer

OVERALL PURPOSE OF THE POSITION

Reporting to the Accounts Receivable Manager and working closely with all members of the Finance Department this position is integral to the recording of and accounting for funds received by Barker College. This position assists with the day-to-day functions of the Accounts Receivable area, and the Finance Department as needed.

PRIMARY DUTIES & RESPONSIBILITIES

The Accounts Receivable role includes, but is not limited to, the following accountabilities:

Reconciliations

- Reconciliation of all receipts on a daily basis, including downloading payments from various payment platforms, adjusting files as necessary and importing data to Barker's finance software.
- Post receipts for direct deposits, cheques, cash, etc.
- Reconcile all receipts against daily bank statement.
- Reconcile tuckshop takings.
- Follow up declined payments.
- Prepare a cashbook for miscellaneous deposits such as Grants, Centrelink, Aquatics, Canteen, etc. and upload daily into Barker's finance software.
- Reconciliation of rechargeable items, including liaising with various departments and preparing a summary for review by the senior accountant.

Banking

- Assist with counting and banking cash from fundraising events and prepare a summary of funds raised for relevant department/coordinator.
- Assist with making donations online on behalf of the School from fund raising events.
- Assist with corporate credit card applications.
- Assist with other banking requirements, such as terminal assignments.

Parents' Queries

- Assist with answering parents' queries directly after a fee run.

Fees and Rechargeable items

- Management of automatic payments (credit card and direct debit).
- Assist with the allocation of charges to students' accounts on a termly basis.

Support

- Committed to learning the core tasks of the Accounts Receivable area to provide support to the Accounts Receivable Manager as needed, and back-up when the Accounts Receivable Manager is on leave.

General duties

- Assist with general administration duties as necessary.

Finance Department Tasks

- Undertake General Ledger accounts reconciliations for the Debtors Control account.
 - Generate vendor invoices for various departments.
 - Provide support to the Finance department and work collaboratively with all members of staff.
 - Comply with internal policies and procedures. Assist with the regular review of internal controls, policies, and procedures, as well as the ongoing monitoring of compliance throughout the School. Report appropriately on any breaches detected.
 - Support the roll out of process improvements.
 - Other ad-hoc duties as required from time to time.
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SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Customer service skills that can be adapted to dealing with enquiries from parents, in a courteous and professional manner
 - A good general understanding of accounting principals
 - Competent Excel and Word user
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ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker
 - Attention to detail and an ability to maintain a high level of accuracy
 - Excellent time management, capable of prioritising tasks.
 - Exceptional personal standards of honesty, integrity, confidentiality and professionalism
 - Excellent communication skills, both written and oral, including an excellent phone manner
 - Strong service orientation with the ability to foster a strong service culture
 - Team player
 - Self-assessing to ensure consistency in achieving high performance
 - Ability to support the Christian values and ethos of the School
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ACCOUNTABILITY**Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
 - Must be an Australian citizen or permanent resident
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QUALIFICATIONS

- Accounting degree (TAFE or university)

Work Experience

- Minimum three years' experience, in a similar environment is preferred although not essential
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Finance Manager
The Immediate Manager:	Accounts Receivable Manager
This Position:	Accounts Receivable Officer

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Accounts Receivable Officer**.

Approved by the Director of Finance on 7 March 2025

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____