

Position Description



Accounts Receivable Officer

Organisation Context

The Kilmore International School is based in Kilmore and exists to serve the needs of its students within the wider international community. The aim of this School is to provide for boarding and day pupils, an education of excellence in all areas. The School aims to develop, in a disciplined and caring environment, the spiritual, intellectual, cultural, physical and social capacities of all its students, and to encourage and nurture their individual talents and abilities. It further aims to develop a responsibility to the community by demanding high personal standards and encouraging constructive citizenship and consideration for others.

The day-to-day administrative functions of the School fall under the responsibility of the Business Manager. These functions are delivered by a small office staff whose combined responsibility is to ensure that all administrative functions required for the effective operations of the School are conducted in an efficient and timely manner.

Staff in this team are expected to undertake a variety of roles either on a regular basis or to cover for absences and/or workload peaks.

Position Purpose

The Accounts Receivable Officer is at the forefront of customer service representing the school, communicating with parents/guardians re billing and administering school fees, as well as managing the School's bus services. This role reports to the School Accountant but in some instances, will deal directly with the Business Manager and the Principal.

Reporting Line: The Accounts Receivable Officer, as part of the administration team, reports to the School Accountant who provides day-to-day direction for this role.

Supervisory Responsibilities: none

Financial delegation and/or Budget responsibility: n/a

Key result areas and responsibilities

Duties may be varied from time to time in accordance with operational requirements.

Key duties include:

Debtors and billing

- Preparation of invoices
- Management of security deposits
- On billing and other extra charges including scholarships and fee adjustments
- Debtor management and debtor reporting including collections
- Payment plans and all debtor payment processing and receipting
- Maintenance of debtor master files in the School's ERP including all debtor correspondence

Finance

- Daily receipting and assistance with bank reconciliations
- Balance sheet reconciliations for relevant accounts

Bus Coordination

- Act as the Bus Coordinator, being the primary point of contact for school bus services with both external bus providers and parents
- Deal with all bus related operational queries

Administration

- Create student master files in conjunction with the Marketing team
- Work within the school administration team providing reception and student services on a rostered basis

Other

- Provide support for other admin team members at busy times.
 - Undertake other duties as required, as directed by the School Accountant and / or Business Manager.
-

Qualities and Capabilities

The Accounts Receivable Officer will have the following:

Education/Qualifications

- a tertiary qualification in a relevant field, or
- substantial relevant skills and work experience in accounts receivable roles

Certifications

- Level 2 First Aid (or willingness to obtain)
- Working with Children Check

Attributes

- exceptional trustworthiness and reliability
- a tenacious and resourceful capacity for hard work
- able to show empathy when dealing with difficult debtor situations
- sensitivity when working with people from diverse cultural backgrounds
- a high level of discretion when handling confidential and sensitive information
- loyalty to the School
- a sense of humour and appreciation of the appropriate use of humour
- the capacity to persevere and to be patient in complex and stressful situations

Knowledge and Experience

- Demonstrated experience in accounts receivable roles, ideally with exposure to or an understanding of the education/NFP sectors.
- Good debtor management skills including evidence of collections ability and management of payment arrangements

Skills and Capabilities

- Business communication skills, in particular a professional tone in emails, phone calls and in person dealings
- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- Good time management and the ability to meet deadlines
- Strong IT skills and the ability to manage data accurately
- the ability to implement effective and efficient work practices and embrace change
- the ability to locate information quickly and accurately
- the capacity to multi-task and pay close attention to detail
- the capacity to maintain professional relationships within the School community and with external organisations

It is an expectation that every staff member be familiar with and comply with the School's Child Safe Policy.