

Schedule 1



**POSITION DESCRIPTION**  
**ACCOUNTS RECEIVABLE OFFICER**  
(POSITION CODE: A\_BUS\_09)

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Created:	2020	Authorised: Principal	Signed:
Reviewed		Authorised: Principal	Signed:



## POSITION DESCRIPTION ACCOUNTS RECEIVABLE OFFICER

### Section 1. School Identification

#### School Name

Kingsway Christian College, governed by the Kingsway Christian Education Association (KCEA) Inc.

#### Location

157 Kingsway, Darch, 6065 Western Australia

### Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the KCEA Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, an Employee Assistance Program and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

### Section 3. The Position

#### Position Title

Accounts Receivable Officer

#### Section/Department/Learning Area

Business Services

#### Tenure

Permanent full-time position, subject to the satisfactory completion, by the appointee, of a three (3) month probationary period, to standard acceptable to the College.

### Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistant and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017.

## **Section 5. Reporting**

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and the Director of Information Technology and Learning.

The Business Manager has overall responsibility for the Business Services section of the College and the College Accountant reports to the Business Manager.

The Accounts Receivable Officer position is responsible to the College Accountant for the proper performance of all aspects of the Responsibilities and Duties set down within this Position Description.

## **Section 6. Workload**

Full-time (1.0FTE). This position operates Mondays to Fridays from 8.00am to 4.00pm.

## **Section 7. Responsibilities and Duties**

### **Overview**

The Accounts Receivable Officer is responsible for the co-ordination of all College invoicing and recovery of amounts owing and is the main contact for families in regards to all debt related queries.

### **Christian Values**

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

**Specific duties** include, but are not limited to, the following:

- Family Invoicing (including international students)
  - Annual billing, including all preparation
  - Billing of international students each semester
  - Invoice new families and other incidental costs as required
  - Calculating refunds to families
  - Collation and distribution of family invoices and statements
  - Maintain records and payments of Secondary Assistance Scheme
  - Direct Cashier in the entering of practical help hours
  - Settlement of accounts of families / student leaving the College
  - Processing of concessions, bursaries & scholarships to family accounts
  - Prepare and process Music Billing and adjustments

- Management of Debtors payments
  - Responsibility for the direct debit system including calculation of required payment, data entry, processing and ongoing maintenance.
  - Management of payments through payment systems
  - Follow up with dishonoured payments
  - Liaise with families with regards to setting up and re-assessment of direct debit agreements as required
  - Recognition of all payments (including dishonored direct debits) to the families account on the School Management System.
  - Requesting / processing refunds for accounts in credit when appropriate
- Maintenance of family financial information in School Management & payment systems
  - Liaison with Enrolments & Admin staff to ensure family information is current
  - Liaison with vendors of payment systems
- Responsibility for the debt collection process in a timely and effective manner
  - Communication to families in regards to outstanding debt &/or dishonored direct debits
  - Management of families in all stages of the Debt Collection Process
  - Reporting on different escalation stages to Accountant and Business Manager
  - End of month reporting on College Debt situation
  - Liaison with Debt Collector
- Other Debtors
  - Reconciliations of monies received for all trips, bonds, enrolments, prepaid fees, subledger & in trust including EOM adjustments.
  - End of month reporting on any Debtor
  - Ancillary invoicing for extracurricular activities and operations
  - Sundry Debtor invoicing
- Providing support to the College Accountant as required

### **Occupational Health and Safety and Equal Opportunity**

- Undertake reasonable care for own health and safety, for the health and safety of others and comply with College Occupational Health and Safety policies and procedures

## Section 8. Selection Criteria

### Pre-requisites:

1. To have a WA Department of Education and Training criminal history clearance no more than three (3) months old.
2. To hold a valid or be willing to apply for a Working with Children Check.
3. To provide a reference from your church Pastor or Minister.
4. Be legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.

### Essential:

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
2. Be supportive of the aims, principles and tenets of KCEA Inc. at Kingsway Christian College.
3. High level communication skills – demonstrate an ability to develop and nurture positive working relations with the College’s internal and external customer base, including students, parents, staff and visitors.
4. Computer literate with:
  - i. Advanced knowledge of Microsoft Excel.
  - ii. Sound knowledge of Microsoft Word, database systems and other College reporting systems.
5. Possess initiative and be a self-starter able to work with limited supervision, or as an effective part of a team, to achieve completion of tasks to deadlines.
6. Ability to handle sensitive information in a confidential manner.
7. Able to maintain a positive work environment and poise under pressure, while maintaining the accuracy of records and reports.

### Desirable:

1. Proven relevant qualifications and/or experience in a similar accounts receivable position.
2. Previous experience in a school environment.

## Section 9. Application Process

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current Pastor or Minister’s reference must accompany the application.

Please visit the College website at <http://www.kingsway.wa.edu.au/employment> for full details or contact Human Resources on 9302 8720 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au) .

**Applications must include a completed Admin & Support Staff Application Form, responses to the selection criteria above, a detailed CV and your Pastor’s reference.**

**Applications Close: 12 noon, Thursday 20 February 2020**

**Peter Burton  
Principal  
February 2020**