



**JOHN XXIII  
COLLEGE**  
SEEK JUSTICE

**MISSION STATEMENT**

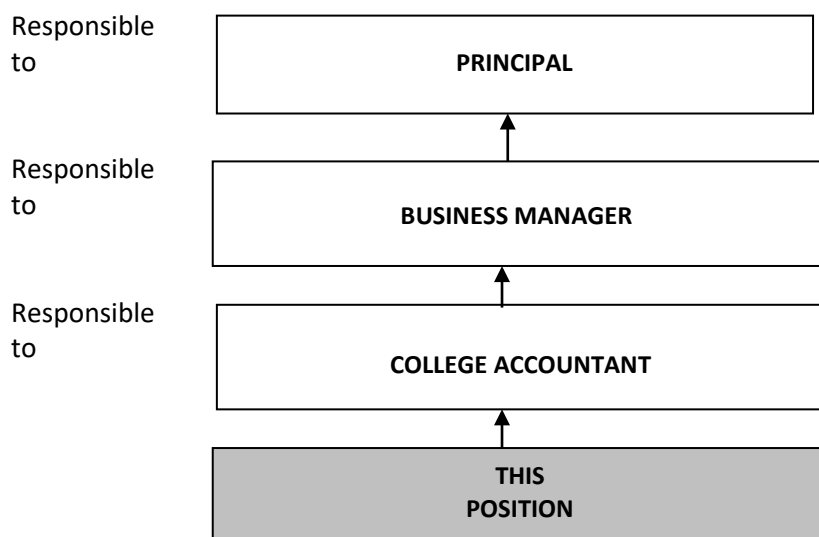
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, we to be people of competence, conscience and compassion who are committed to God and the service of others.

**ROLE DESCRIPTION**

**1. POSITION IDENTIFICATION**

SECTION	Teaching Support Staff
POSITION	Finance Officer (Accounts Receivable)
AWARD	John XXIII College Inc Non-Teaching Staff Enterprise Bargaining Agreement 2014

**2. POSITION RELATIONSHIPS**



**3. POSITION OVERVIEW**

The Finance Officer contributes to the mission of the College and its educational goals by providing administrative assistance and support to the College Accountant.

#### **4. PRINCIPAL RESPONSIBILITIES**

##### **Debt Management**

- Student Fee Collection - follow and implement College procedures in the collection of student fees.
- Communicate and liaise with parents, Principal, College Accountant, Business Manager and the College's law firm in the pursuit of these goals in accordance with the College values.
- Assist the Accountant with other Accounts Receivable tasks as required.
- Set up and maintain family direct debit payments.

##### **Financial Management – Accounts Receivable**

- Ensure that all fees (school and sundry debtors) are accurately generated from the computerised system in a timely manner. Process manual charges to accounts as required.
- Process credit card, direct debit, BPay transactions and download daily Bank Statements.
- Action requests from parents with regards to regular payments.
- Recording and allocating receipts for the accounts receivable function.
- Ensure that banking and allocation of College revenue is carried out accurately and in a timely fashion. Reconcile daily banking in accordance with College requirements.
- Maintaining appropriate records and reconciliations for all debtors and banking.
- Ensuring banking is undertaken in an appropriate manner, including settling of EFTPOS machines and balancing cash tills.
- Assist with external enquiries (parents, sundry debtors) regarding their accounts.
- Assist the Finance Team with the debtor collection process.
- Maintaining appropriate filing of all accounts receivable documentation.
- Liaise with the College Accountant in the preparation of bursary submissions for Business Manager review and Principal approval.

##### **Team Support**

This position requires a strong partnership with other members of the Finance team and other College staff.

Where workload allows, assistance will be required in the following Finance team as a minimum. The Accountant will assist with the prioritisation of these tasks:

- Work in partnership with the Finance Officer – Accounts Payable to meet Finance team deadlines.
- Assist the Accountant with a variety of tasks.
- Assist the Business & Development Manager with administrative and finance tasks as required.

There may also be instances during the year where assistance will be required in the Reception area of the College.

#### **5. SELECTION CRITERIA:**

The position requires the staff member to possess:

- A sensitive appreciation for the Catholic ethos of the College
- Demonstrated experience in an accounts receivable role or similar.
- Ability to demonstrate the qualities of initiative, sensitivity, tact and loyalty and an appreciation of the need for confidentiality and discretion.
- Ability to work under pressure and/or timeframes; plan and organise workload.

- Well-developed computer skills in the area of computerised accounting systems, spread sheets and other associated computer software.
- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of individuals, on a variety of levels.
- Commitment to continuous improvement strategies.

**Preferred Criteria:**

- Knowledge of MAZE software or other accounting packages.
- Demonstrated experience working within an accounts receivable context. It is desirable for school or education sector experience however not essential.

**6. THIS POSITION REQUIRES THE STAFF MEMBER TO**

- Comply with all Catholic Education Commission of Western Australia Policy Statements.
- Comply with all College procedures.
- Undertake either the Accreditation to Work in a Catholic School
- Evidence of COVID 19 Vaccination.
- Mandatory Reporting Training will need to be undertaken prior to commencement of employment.