



Duty Statement

Position title:	Family Accounts Officer
Effective date:	July 2024
Position status:	Part time 0.8 FTE
Days of work:	Tuesday to Friday
Hours of work:	8:00am – 4.00pm
Award: Agreement:	Educational Services (Schools) General Staff Award 2020 Lake Joondalup Baptist College Inc. Operational School Staff Agreement
Reports to:	Executive Business Manager

About the Position:

The Family Accounts Officer is responsible to the Executive Business Manager and is the primary person responsible for the day-to-day processing and collection of tuition fees and other charges to parents.

Duties and Responsibilities:

Duties related to the position include, but are not limited to the following:

1. Family Accounts

- 1.1 Prepare, process and distribute invoices and statements for tuition fees, subject levies and other charges to parents
- 1.2 Prepare, maintain and process the appropriate documents and reports for the purpose of direct debiting families
- 1.3 Manage family debtors ledger
- 1.4 Manage receipting for family payments in conjunction with the Finance Officer and other finance staff as appropriate
- 1.5 Make adjustments and post journals for both Family and General ledgers as necessary in respect of family accounts
- 1.6 Refund of confirmation fees and adjust accounts as required
- 1.7 Process family PPP hours
- 1.8 Handle family account enquiries and establish standard payment options
- 1.9 Follow up on all outstanding fees according to the College Bad Debt Collection Policy and advise Executive Business Manager of any doubtful debts
- 1.10 Follow up on families when direct debits are not honoured
- 1.11 Maintain filing system of all family accounts records

2. Other duties and involvement in College life

- 2.1** Assist with College-wide mail-outs and provide relief when necessary for other administrative tasks
- 2.2** Attend and undertake duties related to the Annual Presentation functions and Graduation Evening.
- 2.3** Attend and undertake duties related to the other College functions as requested by the Executive Business Manager including administration or other departmental meetings.
- 2.4** Other duties as requested by the Executive Business Manager and Principal

Professional Review:

The Duty Statement description as outlined above is intended as a framework for professional review.

Qualities and Skills

- Excellent inter-personal skills, including the ability to interact with parents, visitors and College staff
- Maintain excellent standards of customer service at all times
- Friendly disposition.
- Ability to work effectively in a small team environment.
- A practicing Christian, and able to provide a pastor/minister reference.

Qualifications / Requirements

- Working experience in Accounts Receivable
- Working with Children Check (mandatory) or proof of application prior to commencement.
- Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
- Right to work in Australia.

Essential Selection Criteria

1. Understanding of basic accounting principles, fair credit practices and collection procedures
2. Proven ability to calculate, post and manage accounting figures and financial records
3. Ability to work under pressure, meet deadlines, maintain confidentiality.
4. Strong commitment to excellence in customer service and professionalism in all activities.
5. Experience and expertise with Microsoft Office essential; knowledge of school software (TASS) an advantage.
6. A committed Christian and an active member of a church.

Commencement date

July 2024

Paul Sonneman-Smith

June 2024