



St Bede's
College

Role Description

Accounts Receivable Coordinator

Mentone Campus

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last."* Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety, and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors, and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the Gospel.

Overview

The Accounts Receivable Coordinator is responsible for overseeing and managing the accounts receivable functions of St Bede's College to ensure accurate and timely processing of payments received from families and other external organisations. They ensure compliance with College policies while maintaining precise fee account records. The role involves managing accounts receivable systems, communicating with families regarding their fee accounts, preparing reports, and ensuring all queries related to receivables are addressed in a timely manner. Additionally, an Accounts Receivable Coordinator assists with preparing monthly and annual reconciliations and reports, financial analysis as required by the College and implements best practices to enhance efficiency and accuracy.

Attributes & Competencies

The Accounts Receivable Coordinator is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic and Lasallian nature of the College.
- A firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Lasallian Professional Learning activities that the College offers.
- Honest and compassionate – ability to deal with confidential information in the appropriate manner.
- Innovative thinker who can use initiative to provide best outcomes for the College.
- Ability to problem solve with sound judgement when needed.
- Motivated and committed to continuous improvement, to ensure the best service is provided by the College to all stakeholders.
- Demonstrated initiative and advanced thinking in dealing with issues in a decisive, sensitive and consistent manner when they arise.
- Professional and well-developed communication skills, ability to communicate clearly and succinctly with the capability to remain calm under pressure.
- Absolute attention to detail in all tasks undertaken.
- Respectful of all people and able to foster a positive attitude to change when needed.
- To be highly organised, time management skills are essential for this role.
- Ability to engage with and build positive relationships in a small team.
- High level of professional personal presentation.
- Enthusiastic and highly motivated to contribute.
- Flexibility and ability to operate effectively in a changing environment.
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

The Role is significant in the administration of the College. The following are important points:

- 1) That because of the nature of the role, confidentiality in all matters is seen as significant.
- 2) While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.
- 3) You will be located at Mentone; however, you may be required, on occasions, to attend the Bentleigh East campus.

Specific Duties

The College Accounts Receivable Coordinator is directly responsible to the Director - Finance.

Accounts Receivable:

- 1) Processing Annual Tuition Fees and Levies / Billings in a timely manner, including discounts and scholarships/bursaries.
- 2) Organise and update College Administered payment plans at the beginning/end of year and maintain the integrity of the schedules throughout the year.
- 3) Implement and maintain systems for families to sign up to a College scheduled payment plan from enrolment.
- 4) Follow up all current families to ensure they are on a College scheduled payment plan.
- 5) Follow up same day any Credit Card defaults and next day for any Direct Debit defaults.
- 6) Follow-up all Outstanding Family Accounts weekly, with regular reports to the Director - Finance.
- 7) Assist the Director - Finance by monitoring and following up on Families at Risk.
- 8) Process all Fee Relief/Assistance Applications and provide recommendations to the Director - Finance and Executive Director - Business Strategy & Operations.
- 9) Ensure that all cash receipts are reconciled and taken to the College Bank account in a timely manner.
- 10) Ensure that the processing of all CSEF information is completed annually, identifying all Healthcare holders in the College for funding purposes.
- 11) Applying CSEF discounts to applicable family accounts when funds are received.
- 12) In conjunction with the Director - Finance liaise with the College Debt Collectors, organising all appropriate paperwork as needed.
- 13) Receipting and reconciliation of VCEA Grants and Levies.
- 14) Organise Sundry Debtor invoices when requested including ICT charges and Hiring of College facilities.
- 15) Receipting and reconciliation of all Canteen sales, both cash and EFT.
- 16) Working with the Music Assistant, process invoices for all Private Music Program Tuition Fees.
- 17) Manage and record the Humanitix ticket sales receipts, ensuring that there are funds available for the processing of the associated event invoices. Preparing reconciliations for event income and expenses.
- 18) Work with staff and students on procedures for collections at fundraising events and recording fundraising receipts in Synergetic.

- 19) Work with staff to prepare Budgets for extracurricular excursions and camps, including preparing and sending invoices in Synergetic.
- 20) Recording Application and Enrolment Fees in Synergetic.

Reconciliations and Reports:

- 21) Ensure that Debtors and Fees Received in Advance are reconciled monthly.
- 22) In conjunction with the Director - Finance, calculate the Provision of Doubtful Debts at year end.
- 23) Accounting for and reconciling excursion/camp income and expenses.
- 24) Assist with the Director - Finance with the preparation of reports for the Finance Committee.
- 25) Assist with the Director - Finance with the preparing for the Annual Audit.
- 26) Assist the Director - Finance with the preparation of the Annual Budget.

Other:

- 27) Diligently check student eligibility for trips, tours and private music lessons as required and advise the Director - Finance.
- 28) Management of the College EFT Terminals and Squares.
- 29) Support the Finance team by assisting with other duties in times of need i.e. assist with Accounts Payable when required.
- 30) Liaise with the College Banker when needed in respect of transactional, electronic and credit-based banking matters.
- 31) Assist in identifying new processes and procedures to improve efficiency and implement revised internal controls as agreed.
- 32) Maintain procedures manual and update as necessary.
- 33) Provide support and assistance to the Director - Finance and Executive Director - Business Strategy & Operations in respect to accounts receivable matters as required.
- 34) Undertake other duties as assigned by the Principal, Executive Director -Business Strategy & Operations or Director - Finance as required.

No position description can be entirely comprehensive. The Accounts Receivable Coordinator will be expected to carry out other duties from time to time that are broadly consistent with this position description.

The Accounts Receivable Coordinator reports via the Director - Finance to the Executive Director - Business Strategy & Operations and to the Principal.

The Accounts Receivable Coordinator is classified as an Education Support Employee Category C (7 weeks leave.) Category A (4 weeks leave) is also an option. Employment is in accordance with terms and conditions outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2022.) Remuneration is in accordance with the VCEMEA 2022 and dependent on skills and experience.