

## Job Description for Accounts Officer

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### Primary Task

The Accounts Officer:

- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School (as articulated by the Board) and serve within the authority of their role to assist in the realisation of this direction.

The primary task of the Accounts Officer is to administer and coordinate the effective and efficient operations of the accounts receivable and other finance processes.

### Job Details

<b>Responsible to</b>	Assistant Finance and Operations Manager
<b>Time Fraction</b>	Full time
<b>Holidays</b>	Four weeks paid annual leave
<b>Conditions</b>	Level 5 under the Educational Services (Schools) General Staff Award 2020, and the National Employment Standards (NES) within the Fair Work Act 2009

## Our Vision

Seeking the Kingdom of God in Education

## Our Mission

We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

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### Preamble

1. Mount Evelyn Christian School's (MECS or "the School") educational objectives are encapsulated in the School's Mission and Vision and more specifically in the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living). The School is a member of the umbrella organisation Christian Education National ([www.cen.edu.au](http://www.cen.edu.au)).
2. The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Accounts Officer and the School (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.
3. The relationship between the School and the Accounts Officer shall be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God's Kingdom may be advanced.
4. Employment arrangements between the School and the Accounts Officer presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another's welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognize the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

### Tasks Include

#### Accounts Receivable

1. Manage end to end Accounts Receivable processes.
2. Administer the school fee payment system – FACTS.
3. Monitor the fee assistance process.
4. Debt recovery and collections.

#### Finance Processes

1. Monitor government funding.
2. Process bank reconciliations.
3. Prepare ad hoc and regular invoices.
4. Administer BAS, FBT and other ATO lodgements.
5. Document Account Receivable and other financial process workflows.
6. Be familiar with Sage Intacct Accounts Payable processes as a back up for Accounts Receivable Officer.
7. Any other tasks assigned by Assistant Finance and Operations Manager

#### Faith

1. Actively participate in the worship life of the school community.
2. Participate in daily staff devotions, pastoral care groups and leading occasional devotions.
3. Be able to reflect on the importance of faith to service in the domain of information and communication technology.

#### Professional Development

1. Develop a personal Professional Development plan in conjunction with the Assistant Finance and Operations Manager.
2. Participate in an annual professional learning conversation.
3. Propose relevant professional development and training programs, and participate in professional development activities, as approved or requested by the Executive.

#### Skills and Experience

Minimum 2 years' experience in accounts receivable or bookkeeping.

Bachelor's degree in accounting, finance, or related field.

Experience in Finance systems – SAGE Intacct and School Payment system – FACTS is preferable.

Experience in education and not-for-profit industry is preferable.

Intermediate MS Office skills, particularly Excel.

Ability to manage a portfolio of debtors with excellent communication and interpersonal abilities.

A high level of accuracy in all work.

Ability to maintain confidentiality and handle sensitive information with discretion.

A proactive attitude with the ability to work both independently and as part of a team.