



Today's boys...tomorrow's gentlemen

ACCOUNTS RECEIVABLE OFFICER JOB DESCRIPTION

CBC Fremantle is a Catholic school in the Edmund Rice tradition for boys in Years 7-12. Founded by the Christian Brothers in 1901, the College has served the local Fremantle community for over a century helping families to raise boys who continually strive for excellence and who exhibit Catholic Leadership in their quest to establish a more just and peaceful society.

The College is seeking a permanent full-time Accounts Receivable Officer for immediate start.

Core Duties

- Billing and processing of all aspects of Family Fee Statements
- Receipting – Fees and general receipting – processing and filing
- Banking
- Direct Debit and Credit Card and EFT processing
- Debtor follow up analysis and collection
- Process Centrelink forms
- Flexibility to conjoin with Accounts Payable
- Other duties as directed by the Business Manager

Criteria

- Experience in Accounts Receivable and Payable.
- Good accounting knowledge and practices.
- Good computer skills with proficiency in Microsoft Word and Excel and the use of Email.
- Requirement to become conversant with and use the Maze 9 data base.
- Good interpersonal skills and telephone manner, with the ability to liaise with students, staff, parents and wider community.
- Confidentiality, initiative and creativity.
- Support the ethos of Catholic Education in the Edmund Rice tradition.
- Ability to complete tasks and meet deadlines with a minimum of supervision.

Responsibility

- Coordinated through the Assistant Business Manager, this position is responsible to the Business Manager.

Salary

Salary and conditions of the Independent Schools Administrative and Technical Officers Award and the Western Australian Catholic Schools Non-Teaching Staff Enterprise Bargaining Agreement 2014 apply to this position. Salary Level 4 Step 3 currently \$63,329.29 per annum. 46 weeks worked.

A three month probationary period applies prior to ongoing status.

Hours of Work

- Working hours are 37.5hrs per week, Monday to Friday 8.00 am to 4.30pm.
- A lunch break of 1 hour is to be taken between 1.30pm and 2.30pm.
- Public Holidays are taken as they occur.

Annual Leave

Six weeks Annual Leave pro rata, taken 1 week at each term break and 3 weeks at the end of the year.

Sick Leave

13 days per year pro rata accrued.

Long Service Leave

1.3 weeks per year pro rata accrued, qualifying period 8 years.

Please note that a Working with Children Card will be required by the successful applicant.

Additionally a National Screening Check for criminal offences will be conducted as part of the employment process.

Application

Applications for the Accounts Receivable Officer position advertised in SEEK on 14 June 2017 should be forwarded to:

The Principal
CBC Fremantle
PO Box 1345
Fremantle WA 6959

Or by email to:
veronicac@cbcfremantle.wa.edu.au

Applications close 4pm 23 June 2017.