



## **ACCOUNTS PAYABLE & RECEIVABLE OFFICER**

Use your skills with a variety of administrative tasks to support the Finance Manager in this dynamic, friendly, Christian, team-based work environment.

The Accounts Payable & Receivable Officer will assist the Finance Manager with a range of routine and project based financial and administrative tasks to contribute to the effective financial management of the College.

### **Responsibilities will include:**

#### **Accounts payable:**

- Manage supplier database in TASS and Eftsure.
- Check the accuracy of invoices.
- Input and code invoices to the correct cost centre.
- Process invoices.
- Match invoices with Purchase Order (if applicable).
- Send invoices to the Manager for payment approval.
- Schedule pay runs based on standard company payment terms.
- First point of contact with Suppliers chasing payment of invoices.
- Verify and process employee expense claims and manage the approval and payment process.
- Perform reconciliations including supplier statement reconciliations, credit card reconciliations and more.
- Support the month-end process by providing supporting documentation for month-end journals.
- Report on Aged Payables plus other ad-hoc reporting where applicable.
- Identify improvements to the accounts payable process.

#### **Accounts receivable:**

- Set up annual fee billing templates in TASS.
- Annual fee charges to be processed for all families.
- Assist new families to setup Edstart accounts.
- Monthly fee reconciliation and follow up of any overdue fees with Edstart and families.
- Liaise with Edstart Account Manager on all fee related matters.
- Process accounts receivable journals and batches.

- When required receipt, record and reconcile all monies from students (e.g. school trips, excursions etc.), departments, uniform shop and canteen.
- Liaise with departments and Student Services to ensure an effective cash collection process for events and fundraisers.
- Prepare Commercial debtors' invoices.

### **Essential skills**

- Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College.
- Outstanding interpersonal skills to liaise with students, staff, parents and the community.
- Outstanding oral and written communication skills.
- Proficient in Microsoft applications (Excel, Word and other Microsoft suites).
- Experience with TASS or other School based Software programs, preferable.
- Ability to maintain absolute confidentiality, and to demonstrate initiative and creativity in work skills.
- Ability to work in a team.
- Excellent organisation skills.
- Contribute to the safe working environment of the College.
- Proven ability to calculate, post and manage financial records.
- Accurate data entry skills.
- Ability to build good relationships with vendors and suppliers.
- Ability to prioritise and multitask.
- High level of accuracy and attention to detail.

### **Qualifications**

- Solid understanding of basic accounting and accounts payable principles.
- Desirable: relevant tertiary qualification in Accounting or other finance qualifications such as certificate or diploma

### **Essential Experience**

- Relevant experience within the context of the role.

**Date created: November 2024**