

Role Description

Accounts Receivable Officer

Overview

The purpose of the role is to manage debtors, process billing and receipting payments for all School fees and related parent payments of students at Meriden School.

Reports

Director of Finance

Status

Permanent full-time

Professional Responsibilities

a. Billing/Invoicing

- Maintain family records for periodic billing including management of discount and bursary setup
- Communicate with families and staff to resolve invoice enquiries
- Generate periodic fees invoices in a timely manner as per the termly schedule

b. Receipting of School fees and related parent payments

- Process daily receipting and allocation of payments of school fee and co-curricular payments
- Reconciliation of payment batch and resolve any discrepancies

c. Debtor Management

- Assist with management of periodical payment arrangements
- Monitor outstanding accounts and managing debt collection via phone and email
- Escalate matters to accountant and assist in resolving collection and disputed matters
- Produce regular and ad-hoc debtor management reports

d. Other finance and administration duties

- First point of contact for all fee related enquiries and over the counter enquiries
- Assist with process review and development
- Work with and support other School communities
- Maintenance of the company Fixed Assets Register and related accounting and accounting for the schools rental properties
- Provide support and backup to other Business Services roles from time-to-time

Essential Attributes

The Accounts Receivable Officer will need to display:

- Ability to provide high level customer service in an efficient and timely manner
- Strong background in accounts receivable

- Experience in Education sector is strongly preferred
- Excellent time management skills, including the ability to prioritise and coordinate with other team members
- Intermediate Microsoft Excel and Word skills
- Fully embrace and support the Christian ethos of Meriden as an Independent Anglican School
- Be loyal to the School and the Principal.