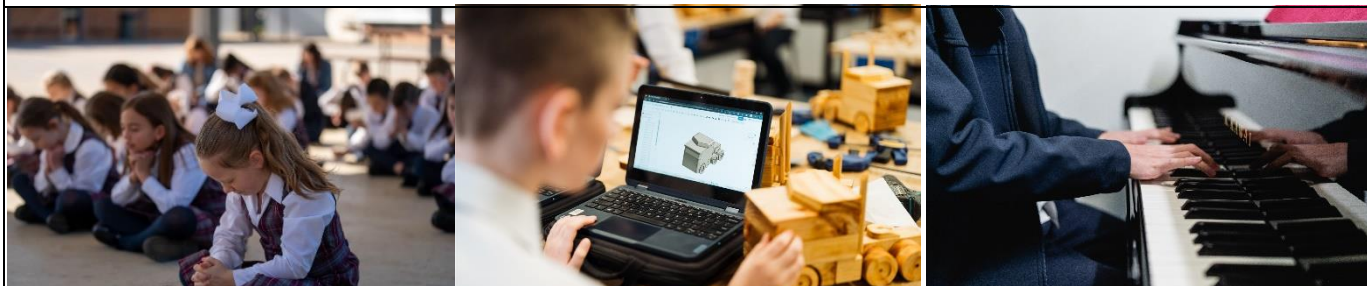




POSITION DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.



POSITION TITLE: Junior Accountant

EMPLOYMENT CLASSIFICATION:	School Administration Services
REPORTS TO:	Business Manager (Note: All positions are ultimately accountable to the Principal)
POSITIONS REPORTING TO THIS ROLE:	Finance
AGREEMENT/AWARD:	General Staff Multi-Enterprise Agreement 2021-2023
COMMENCEMENT LEVEL:	Level 4 – 5 Step 1 (depending on experience) – School Administration Service

THE COLLEGE

Wagga Wagga Christian College is seeking a passionate and dedicated Christian Junior Accountant to join our College Community for a full-time position commencing Term 1, 2024. This role offers a unique blend of financial expertise and interpersonal finesse, allowing you to interact with colleagues, families, and students.

The College is governed by a Board of Directors and is associated with Christian Education National

THE ROLE

The overall function of the Junior Accountant is to support the financial processing of the College with particular attention to all aspects of debtors, specifically the processing and management of all billing of tuition fees and excursions, receipt of payments received, processing of weekly direct debits and ensuring the timely collection of outstanding accounts in order to optimise cash flow, minimise risk and ensure accounts are operating within arrangements. You will also complete the weekly and monthly balance sheet, OOSH and Preschool reconciliations and fortnightly payroll processing.

The primary purpose is to provide financial, administrative, and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Junior Accountant must comply with established policies and procedures. This role also provides administrative support and insight to the Office Manager, Executive Assistants, and the Business Manager. This position is full-time over the full year with 4 weeks annual leave.

The role includes other duties from time to time as requested by the Business Manager and Principal.

KNOWLEDGE/SKILLS/EXPERIENCE

Essential

- Preferably 2 years full time work experience in a similar office or business environment
- Minimum Cert IV in Accounting or relevant experience while working towards Diploma or Degree in the field of Accounting or Business Management
- Satisfactory skill level with debtor management with excellent interpersonal skills
- A knowledge of accounting systems and software
- Knowledge of or desire to learn payroll processing and fortnightly payroll reconciliations
- Experience with OOSH and preschool billing would be highly regarded
- Good skills with Microsoft Office products particularly Microsoft Excel
- Demonstrated experience providing consistency and excellence in customer service to clients
- Sound experience with debtor software for billing and collection including reconciliations
- Understanding of accounting processes and knowledge of Accounting Standards
- Excellent communication and interpersonal skills with staff and parents
- Excellent literacy, numeracy, accuracy, and attention to detail
- Ability to work independently and as part of a team to create smooth workflow
- Personal time management, ability to work to deadlines, prioritisation and organisation skills
- Analytical and problem-solving skills to resolve routine issues
- Sound judgement and initiative to refer non-routine issues and/or adverse outcomes to supervisor when required
- Highest commitment to privacy and confidentiality
- Demonstrated integrity, loyalty, honesty, empathy and respectful assertiveness
- Initiative and self-motivation skills
- Ability to remain calm and courteous in stressful situations

Debtor Management

- Timely and accurate processing of all invoices, expense claims and credit card payments
- Check accuracy of employee reimbursement expenses before processing
- Coordinate with creditors debtors regarding invoices, payment inquiries and discrepancies
- Post transactions to journals, ledgers and other records
- Reconciliation of debtor statements with FACTS ledger balances
- Reconcile Payroll
- Ensure compliance with relevant GST requirements
- Ensure integrity of data is maintained so that financial and reporting information is timely and accurate
- Assist with EOM processing
- Prepare monthly debtor report to Business Manager
- Maintain general ledger by verifying and posting account transactions
- Assist with EOY processing
- Provide supporting documentation for audit

Other finance duties

- Liaise with and provide appropriate advice on Accounts Receivable issues such as debtor arrears.
- Maintain all financial and other related records, including archiving, in accordance with audit and compliance requirements
- Act as back up for accounts payable functions, bank reconciliations

Payroll

- Assist staff with payroll enquires
- Refer staff to HR or Business Manager as necessary

Selection Criteria

- An active Christian faith in line with the College's Statement of Faith, and current involvement in a church community
- Highest commitment to privacy and confidentiality
- Personal time management skills and sound judgement to refer non-routine issues to Business Manager and report adverse outcomes
- Communication effectively at all levels within the organisation and externally with relevant stakeholders
- Commitment to ongoing professional development
- Have the legal right to work in Australia
- Have a valid Working with Children Check (NSW)

To Apply:

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Friday 24 November 2023.

This Position Description details the Role and other duties which may be assigned and will reflect the skill and experience level of the individual.

I have read and understood the above Position Description

Signed _____

Dated ____/____/____