

# Accounts Receivable Administrator | Position Description



Position title: Accounts Receivable Administrator

Reporting to: Head of Finance

## Position summary:

The Accounts Receivable Administrator is responsible for the management of the tuition, boarding and student billing and collection processes.

## Duties and Responsibilities:

- Issue accurate and timely fee instalments
- Efficient processing of student billing charges
- Record and process student scholarships
- Process overseas student billings
- Accurately receipt and allocate payments
- Reconcile debtors accounts and debtors aged trial balance
- Follow up overdue accounts and liaise with debt collection agency
- Providing customer service regarding payment and collection issues, process and review account adjustments, resolve payment discrepancies and short payments.
- Report on debtor account status and overdue and delinquent debts
- Enhance the use of systems functionality, automation of billing and parent payment processes working with Synergetic and the School's bank
- Respond to queries in a timely and courteous manner
- Maintain appropriate filing of all accounts receivable documentation
- Process future students' invoices
- Prepare, issue and monitor Fees in Advance agreements and reconcile Fees in Advance
- Process authorised credits and write-offs
- Provide statistical analysis to management as required
- Process improvement
- Develop and maintain accounts receivable desk manual comprising core functions and process
- Weekly and Monthly reporting to Finance Manager
- Other duties as directed by the Finance Manager

## Essential Criteria

- Knowledge and experience of accounting systems
- Experience of billing and collections processes and systems
- Strong written and verbal communication skills to work professionally with parents, staff and external stakeholders
- Ability to work autonomously and show initiative and enthusiasm
- Discretion, tact and maintain appropriate confidentiality
- Knowledge of computer debtor applications
- Intermediate/advanced skills in the use of Microsoft Word and Excel
- High level of numeracy and accuracy

- Supports the ethos and strategic direction of the School

### Behavioural

- Must communicate and follow up effectively with parents regarding debtor accounts on a timely basis
- Establish and maintain effective and cooperative working relationships with school stakeholders, including teachers, support staff and other school volunteers
- Ability to prioritise and manage multiple tasks and responsibilities
- Commitment to excellent customer service
- Ability to demonstrate care and due consideration in dealings with all parents and external stakeholders
- Strong attention to detail

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_