



CAPE BYRON RUDOLF STEINER SCHOOL INC  
**POSITION DESCRIPTION: Debtors Officer**

<b>Title:</b> Debtors Officer
<b>Reports to:</b> Finance Manager
<b>Employment Status:</b> Casual / Part Time
<b>Award:</b> Independent Schools NSW Multi Enterprise Agreement 2017 (Support & Operational Staff); Clerical & Administrative Staff
<b>Purpose of Position:</b> The Debtors Officer is responsible for the collection of fees in accordance with the school's Debt Collection Policy and provision of administrative support in the Finance area.
<b>Location:</b> Balraith Lane, Ewingsdale

**Duties and responsibilities:**

Provide support to the Finance Manager:

- Data entry into TASS
- Issue statements for school fees and other services
- Establish payment plans with parents
- Process receipts from parents
- Process adjustments to parent accounts
- Collection of outstanding school fees
- Process cash receipts
- Banking

**ESSENTIAL CRITERIA**

- Demonstrated experience working in a busy office
- Advanced knowledge with MS Office (Excel and Word), Gmail and internet
- Excellent time management and communication skills (written and oral)
- Highly organised and self-motivated with an eye for detail
- Ability to work in a small team environment and autonomously
- NSW Working with Children Check

**DESIRABLE CRITERIA**

- Experience in debtor management
- Experience using TASS or another school registrar database
- MYOB experience
- Understanding of Steiner principles
- Current first aid certificate

<b>SMG Approved:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	