
Position Description: Accounts Assistant

Reports to: Business Manager

Supervises: Nil

Required Qualifications: Minimum Certificate III in Accounting or Bookkeeping.
Alternatively, a minimum of five years suitable accounting or bookkeeping experience.

Primary Objectives

1. Accounts Payable
2. Accounts Receivable
3. Payroll
4. GST/PAYG
5. Processing of superannuation contributions
6. Maintenance of accounting and payroll records

Primary responsibilities

1. Accounts Payable

- i) Sort all incoming invoices and pay these by the due date.
- ii) Liaise with all service providers in relation to payment of invoices as required.
- iii) Maintenance of the creditor database, ensuring that all creditor details are entered in TASS (including addresses, phone and fax numbers, email addresses and other relevant details).

2. Accounts Receivable

- i) Prepare and distribute invoices for school fees and any other accounts receivable.
- ii) Review debtor balances with the Business Manager fortnightly, prepare statements and distribute as per Fee Policy/Fee Collection Policy.
- iii) Monitor fee payments and advise the Business Manager of any overdue accounts.
- iv) Update debtor records for fees received.
- v) Monitor parent address and contact details, and ensure that these are current at all times.
- vi) Maintain records of EFTPOS and credit card receipts, ensuring all payee details are recorded on the receipts.
- vii) Record all interactions with parents in TASS Confidential Notes.

3. Payroll

- i) Process fortnightly payroll.
- ii) Ensure that all leave activity and entitlements are recorded accurately.
- iii) Maintain files of timesheets and other payroll records.

4. GST and PAYG

- i) Prepare the following returns for submission to the ATO:
 - a) BAS
 - b) PAYG
- ii) Assist the Business Manager with other ATO matters as they arise.

5. Superannuation Contributions

- i) Prepare and process superannuation contributions through the School's superannuation clearing house:

6. Financial Data Management

- i) Update School bank accounts weekly to ensure all receipts and payments are recorded in TASS.
- ii) Reconcile bank and other control accounts monthly.
- iii) Process month end journals as necessary.
- iv) Ensure that the TASS database is maintained, to meet all reporting requirements.
- v) Accurately maintain appropriate paper records and filing systems.
- vi) Assist the Business Manager with monthly and annual accounts as required.

7. Other Duties

- i) Assist in Reception duties as required, and when Reception is unattended.
- ii) Assist the Business Manager generally as required.
- iii) Liaise with enrolments staff in relation to payments received for incoming students.
- iv) Other duties as may be reasonably required from time to time.