

Accounts Manager Position Description

Reporting to: Business Manager
Terms: As per the Support Staff in Schools Collective Agreement
Hours: Monday to Friday; 40 Hours pw
Salary: \$70-80,000.00
Main Purpose: To support the Business Manager in all financial undertakings and reporting.
Key Relationships: Principal/School Board, Senior Leadership Team, Teaching and Non-Teaching staff, Outside Agencies

Core Competencies for Staff

Participating and Contributing - demonstrates the ability to respond appropriately as a group member and to make connections with others.
<ul style="list-style-type: none"> ● Supports and models the school's values at all times. ● Displays integrity and takes responsibility for own actions. ● Maintain a professional manner at all times. ● Understands the concepts of work/life balance. ● Identifies and participates in learning opportunities as appropriate for personal development. ● Accepts and manages personal responses to change in a positive manner. <p>Work collaboratively as a team member.</p>

Key Tasks	Expected Outcomes	Self Review Comments
Financial <ul style="list-style-type: none"> ● Oversee day-to-day processing of accounts ● Manage the implementation and operational processes for Approval Max for full school 	<ul style="list-style-type: none"> ● Support the BM to complete all financial tasks required ● Approval Max is operational, and the school becomes a paperless environment. 	

<ul style="list-style-type: none"> ● Reconciliations in Xero Daily ● Invoicing ● Assist with Annual Budgets ● Liaise with Auditors bi-annually 	<ul style="list-style-type: none"> ● Reconciliations are completed daily in a timely fashion ● Manage debtors and follow up overdue invoices ● All financial transactions are processed according to the financial policies and procedures ● Annual Budgets are distributed to Budget Holders ● Auditors are provided the appropriate information when required. ● Reports are reviewed monthly with SEO and distributed to budget holders. ● All accounts payable and receivable are inputted into KAMAR and Xero accurately. ● Daily banking is checked prior to collection. ● First level of escalation for all account queries. ● Reconciliation of Credit Cards 	
<p>Payroll</p> <ul style="list-style-type: none"> ● Day to Day entry into EdPay for Non-Teaching Staff 	<p>Accurate recording of sick leave, annual leave and other requirements is completed within due deadlines.</p>	
<p>International and Community Education Financials</p> <ul style="list-style-type: none"> ● Reconcile International students, homestay and insurance fees when 	<ul style="list-style-type: none"> ● Regular reviews are undertaken. International ledgers are accurate and staff are supported 	

<p>received. Complete international transfers as required.</p> <ul style="list-style-type: none"> • Community Education ledgers are overseen and accurate. 	<ul style="list-style-type: none"> • Community Education ledgers are accurate and staff are supported. • Monthly International payment journals are completed 	
Variety Club	Maintain Variety club financial records	
<p>Other</p> <ul style="list-style-type: none"> • Any other accounting or clerical duties as determined by the SEO • Reception duties as needed 	The SEO is fully supported and financial matters are accurately undertaken at all times.	