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Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

## **UNIVERSITY OF NEW ENGLAND**

### **POSITION STATEMENT**

**Position:** Accounts Receivable Clerk

**Directorate:** Financial Services Directorate

**Classification:** Higher Education Officer Level 4

**Date Classified:** 30 May 2008

**Reports To:** Accounts Receivable Supervisor

#### **Dimension of Position**

Accounts Receivable is responsible for the collection and receipting of all monies owed to the University, and for the correct allocation of these payments. Payments are received in a number of ways including electronic, direct deposit, by mail and through the University Cashier.

This position involves working as part of a team of four in the Accounts Receivable area and requires constant interaction with the Finance One System in respect of all charges and payments on account with the University.

#### **Position Objectives**

As part of the Accounts Receivable team, ensure correct collection and receipting of monies made to the University in accordance with the University policies and procedures. Provide effective administration support to the Accounts Receivable section on a daily basis.

#### **Duties**

Under limited direction:

1. Facilitate the accurate and timely refund of all overpaid charges on debtor's accounts both domestic and international within the University's policy and guidelines. This includes identifying credit balances in ledgers, investigating individual debtor's accounts and analysing transactions to assess if refund is required.

2. Receive and process Invoice and Adjustment Request Forms. This will involve investigating the Accounts Receivable Chart to identify the correct debtor ID for allocation of debt or issuing new debtor ID if required, ensuring UNE complies with GST legislation. Raise charges and adjustments to debtors/students accounts as appropriate.
3. Receive and respond to routine and moderately complex enquiries on all aspects of Accounts Receivable. This will involve advice on University policies, referrals to appropriate areas, etc.
4. Undertake the reconciliation of various accounts on a monthly basis. Analyse the account code to ensure entries are correct and identify the source documents required to complete the reconciliation to the General Ledger. Prepare and process adjusting entries as required.
5. Be responsible for the preparation and processing of Accounts Receivable Journals, including investigating the multi ledgers to identify anomalies, and processing of journal to transfer balances between ledgers.
6. Provide support as the 2nd Cashier during high activity periods to clear incoming payments and on irregular occasions throughout the year to cover absences.

When undertaking this responsibility, the following duties will be required:

- reconciling Finance One Cashier sessions on a daily basis with cash (Approximately \$5,000.00 per day), cheques (approximately \$5,000.00 per day ) and credit card transactions (approximately \$5,000.00 per day) on hand and to account for any discrepancies
  - receive weekly acquittal of sub receipt collections from various departments of the University which provide direct payment facilities
  - prepare and lodge bank~ deposits
  - maintain and reconcile unidentified payments/suspense accounts, and once reconciled transfer or notify identified department.
  - hold key to cash safe 2.
  - commence debt recovery action for unpaid student enrolment fees
7. Be aware of the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.

### **Qualifications and Selection Criteria**

1. Completion of a relevant diploma; or completion of a relevant Certificate IV qualification with relevant work experience; or completion of a relevant Certificate III qualification with extensive relevant experience; or an equivalent combination of relevant experience and/or training.
2. Demonstrated ability to maintain a high level of accuracy.
3. Demonstrated communication skills both written and oral.
4. Demonstrated ability to meet priorities and deadlines.
5. Demonstrated experience using computerised financial systems.
6. Demonstrated ability to work in a team environment.
7. Demonstrated good interpersonal skills.
8. Demonstrated knowledge of policies, procedures and regulations as they effect prepayment and credit services.
9. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.