Accounts Receivable
Full time, 7 month fixed term contract (maternity leave cover)
Closing date: 3pm, 7 March 2017
Contact name: Human Resources Adviser
Contact email: hr@wesley.wa.edu.au

Wesley College is a Uniting Church day and boarding school, established since 1923. We provide a caring community, underpinned by strong Christian values, within which our students and staff are encouraged to achieve their individual potential. As part of our team, you’ll need to assume responsibility, embrace diversity and new ideas, show commitment to our community and respect yourself and others.

Wesley College is located in South Perth, just a short walk to the beautiful Swan River foreshore. Our campus features a variety of historical buildings as well as new facilities added throughout the College.

This position operates within a small Finance team. It is a full time position commencing in April 2017 and is required for seven months to cover a maternity leave absence. Duties will focus on accurate and timely processing of accounts receivable information including but not limited to:

- Billing – tuition fees, student charges, tours, sundry, credits, discounts and scholarships;
- Entering receipts into the accounting system on a daily basis;
- Banking – cash, cheques, credit card payments, BPAY files, direct debit files;
- Collections - reminders, low volume outbound calls, creating and negotiating payment plans, weekly meetings, maintaining notes as required;
- Monthly statements;
- Month end debtors reporting; and
- Maintaining all filing associated with debtors.

The role also includes ad-hoc project work and trend analysis of debtor transactions. Previous experience with the legal processes surrounding collections will be highly advantageous.

Our ideal candidate will have:
- high level numeracy skills;
- understanding of reconciliations;
- proficiency with Word and Excel;
- good communication skills;
- sound organisational skills and the ability to prioritise workload; and
- previous accounts receivable and collections experience (minimum 4 years).

In addition, you will be someone who can operate autonomously, use initiative, and contribute effectively within a team.
The College can provide a vibrant and caring community as your work environment. We offer attractive employment benefits, including competitive remuneration.

To view the position description for this role and for further information about Working at Wesley College please click here.

**How to Apply**
Your application should be submitted through Seek by clicking here and selecting the ‘apply now’ button.

Your application should include:
- Cover Letter
- Current Resume including at least two referees who can comment on your work performance.

**Applications close 3pm, Tuesday 7 March 2017.**