



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

POSITION:	Payroll/Accounts Receivable Officer
RESPONSIBLE TO:	The Principal through delegation to the Business Manager
Type of Appointment /Hours	Permanent (Full Time)

PERSON DESCRIPTION

- ✓ Possess strong Christian beliefs and the conviction to support fully the Lutheran ethos of the College.
- ✓ Be aware of safety issues, and utilise safe work practices.
- ✓ Be a person of highly developed organisational skills, and able to work to deadlines.
- ✓ Be a team player with excellent interpersonal skills who relates well to staff, students and parents.
- ✓ Understand the importance of confidentiality of information.
- ✓ Hold a Paid Bluecard or undertake to obtain one.
- ✓ Possess good written and oral communication skills.
- ✓ Be competent in using Microsoft Office.
- ✓ Be a person of initiative who can complete tasks as directed with minimal supervision.

ROLE DESCRIPTION

A. PAYROLL DUTIES

1. Prepare and process the payrolls and personnel transactions and reports on a periodical basis or as required.
2. Verify, input and review payroll and employee information; review employee time sheets; and verify extra hours worked.
3. Maintain all payroll documentation and files.
4. Process in a timely manner a variety of payroll related actions including tax withholding, Superannuation Contributions, payroll deductions and remittances.
5. Apply relevant policies, procedures and internal controls to payrolls, workers compensation, and superannuation.
6. Respond, within the realm of the Privacy Acts, to requests and inquiries in relation to payroll matters from staff members and external bodies.
7. Accurately interpret all the relevant Awards, the Queensland Lutheran Schools Enterprise Bargaining Agreement, and relevant Industrial Legislations.
8. Implement changes, as authorised by the Principal or the Business Manager, in relation to pay rates and other employment terms and conditions.
9. Process employee taxation and calendar year-end information to balance, print and distribute PAYG Summaries.
10. Be responsible for the accurate and timely reporting of payroll related year-end information to the Australian Taxation Office and other government agencies.
11. Keep all payroll records confidential.
12. Prepare payroll correspondence including letters of offer, short term employment contracts, variations to contract and other as required.

B. ACCOUNTS RECEIVABLE

1. Prepare the term fee accounts using TASS and distribute in a timely manner.
2. Maintain accurate lists of fee concessions, scholarships and other fee discounts as applicable.
3. Attend to parent enquiries regarding fee accounts and balances.
4. Undertake regular reviews of debtors balances in accordance with the Fee Policy and follow up outstanding balances via email, follow up letter or phone calls in consultation with the Business Manager.
5. Liaise with the debt collection agency with respect to accounts that have been referred for collection.
6. Prepare miscellaneous invoices in Commercial Debtors as required and monitor payment.
7. Prepare a monthly debtors report for presentation to the College Council.
8. Any other duties as directed by the Principal, or Business Manager.

Salary and entitlements will be as prescribed in the Qld Lutheran Schools Single Enterprise Agreement 2016.