



Patrician Brothers' College

JOB DESCRIPTION

Position:	Secretary with Fee responsibilities
Classification:	Clerical Administrator Level 4
Responsible to:	College Principal via Office Administrator
Hours of duty:	Monday - Friday 8.00am to 4.00pm
Weeks:	School Terms & Callback

In line with the School Support Staff State Award this position will be required to perform the entire range of clerical duties that exist in schools other than those required of the Clerical Administrator Level 6. These tasks will include and not be limited to -

- Data entry and computer operation
- Word processing/typing
- Maintenance of school accounts and petty cash
- Bank reconciliation
- Control of school accounts
- Setting up of programmes/ledgers
- Balancing data base
- Reception/switchboard
- Acquisition of school equipment
- Registers
- Enrolment procedures
- School statistical returns
- Collection of school fees and special purpose money
- Issue of transport passes
- Maintenance of pupil record cards and sporting rolls
- Maintenance of periodical material and overdue book lists
- Preparation of orders for equipment and stationery

Primary Responsibility:

This position is primarily responsible for the complete billing and maintenance of school fees, receipting and banking and maintenance of the eSchool computer system. This position encompasses the annual Census, Back-To School-Allowance collection and the annual OASIS Administration Rollover for the College.

Duties:

- **Assist with Reception** - including telephone, liaising with visitors and general enquiries.
- **School fees** – Preparation of invoices and statements for each of three terms. Preparation, collection and collation of sibling advice notices. Undertake credit fee journals and typing of correspondence relating to school fees.
- **School fee follow up** – Maintenance of database, sending out of reminder letters, making phone calls for appointments etc, and getting files ready for debt collection and legal action.
- **Census** – Completion of census forms.
- **Update eSchool** information with new students and those students who have left.
- **Filing** – maintenance of student fee files.
- **Receipting and banking** of moneys collected. Bank moneys three times a week.
- **Maintenance of eSchool** - assist staff and maintenance of system failures, perform daily backups and installation of updates. Keep log of eSchool system failures
- **Back To School Allowance** – preparation and follow up-enquiries.
- **Any other duties** consistent with the role of this position or directed by the Principal.

Key Performance Indicators:

- Fee invoices to be mailed by the first week in each of the first three terms.
- Improve fee collection rates at least to the average of all secondary schools and then surpassing the average in the Parramatta Diocese.
- Banking to be completed by 3.30pm each day.
- Complete eSchool backup each day.
- Completion of census by the due date.

Signature of Employee

Date