

Accounts Receivable Officer

Mumbulla School for Rudolf Steiner Education

Permanent Part-time – 1 day week

Closing Date: 9am Tuesday 7 April 2026

Are you a detail-oriented finance professional with experience in accounts receivable?

Mumbulla School is seeking a dedicated **Accounts Receivable Officer** to join our team. In this role, you will play a key part in ensuring accurate financial transactions, supporting our staff and community, and maintaining financial integrity.

Key Responsibilities:

- Manage accounts receivable, ensuring timely and accurate invoicing and receipting of debtor payments.
- Reconcile financial accounts and identify discrepancies.
- Communicate with management, administration, debtors, the school community and external stakeholders.
- Support internal controls, audit requirements, and compliance with financial regulations.

Qualifications and Experience:

- Minimum Certificate III in Accounting, Finance, Business Administration, or demonstrated experience in a finance setting.
- Proven experience (2-3 years) in accounts receivable.
- Proficiency in accounting software Xero/MYOB.
- Advanced skills in Microsoft Office 365, particularly Excel.
- Strong numerical skills with attention to detail and accuracy.
- Excellent communication skills for liaising with debtors.
- Ability to work independently and collaboratively within a diverse team and open office environment.
- Experience working in an educational setting desirable.
- First Aid Qualification or willingness to obtain.

Mumbulla School implements Child Safe Standards and applicants must hold or be able to obtain a paid current Working with Children Check and be prepared to complete Mandatory Child Protection training.

How to Apply:

Applications addressing the selection criteria with resume, supporting documentation and minimum 2 current referees should be sent to by 9am Tuesday 7 April 2026.

Kristy Fontaine

Business Operations Manager

Mumbulla School for Rudolf Steiner Education by email

hr@mumbullaschool.com.au

Selection Criteria

Qualifications:

- A minimum of a Certificate III in Accounting, Finance, Business Administration, or equivalent demonstrated experience in a finance setting.

Essential Experience, Skills, and Competencies:

- Accounts Receivable Experience:
 - Proven experience (2-3 years) in accounts receivable management.
- Software Proficiency:
 - Experience with accounting software such as Xero and MYOB.
 - Proficiency in Microsoft Office 365, particularly Excel.
- Technical Skills and Attention to Detail:
 - Accurate data entry and strong numerical skills.
 - Detail-oriented and methodical approach to handling financial data.
 - Strong problem-solving skills, including the ability to reconcile accounts and identify discrepancies.
- Communication and Interpersonal Skills:
 - Clear, professional, and sensitive communication skills for liaising with the management, debtors, administration, employees, the broader school community and external stakeholders
 - Ability to explain financial information to non-financial stakeholders.
- Organisational and Time Management Skills:
 - Strong time management skills with the ability to prioritize tasks and meet deadlines in a busy work environment.
- Financial Knowledge and Compliance:
 - Knowledge of internal controls, audit requirements, general accounting principles, and financial regulations.
- Teamwork and Independence:
 - Ability to work both independently and collaboratively within a diverse team and open office environment.
- Experience working in an educational setting.