

3.1.11 JOB DESCRIPTION – SERVICE ADMINISTRATION

*IACC Policy & Procedures Manual
Section 3 - Policies*

Responsible to:	The Board of Management of Illawarra Area Child Care Ltd.
Reports to:	Service Director
Salary & Conditions:	In accordance with Clerks Private Sector Award 2010
Essential Qualifications:	Well developed organisational, general office, written and verbal communication and comprehensive computer skills

GENERAL RESPONSIBILITIES

- To work according to the Code of Ethics of the Australian Early Childhood Association, as adopted by Illawarra Area Child Care.
- To be aware of and comply with all Government Legislation and Regulations pertaining to children's services.
- To be aware of and comply with Workplace Health and Safety Regulations.
- To comply with legislation relating to Child Care and Protection.
- To assist in the successful implementation of the Australian Children's Early Childhood Education and Care Quality Assurance (ACECQA) guidelines to the Assessment and Ratings system.
- To comply with and ensure that the policies and procedures of Illawarra Area Child Care are implemented.
- To promote and facilitate positive communication between the parents, director, fellow educators and Illawarra Area Child Care Management by using mechanisms such as newsletter notice boards, surveys and informal daily contact.
- To respect and support colleagues, developing positive channels of communication to ensure a smooth operational service.
- To assist in organising a pleasant, welcoming and safe environment for children, families and employees.
- To maintain the general appearance of the office.
- To ensure the service director is informed of any problem arising, which would affect the children or the smooth running of the service.

3.1.11 JOB DESCRIPTION – SERVICE ADMINISTRATION

IACC Policy & Procedures Manual
Section 3 - Policies

- To participate in ongoing professional development and training programs.
- To keep up to date with current developments in Early Childhood Education and Care funding.
- To maintain appropriate levels of confidentiality
- To develop and evaluate own professional goals with the service director.
- To be able to undertake the physical requirements involved with the early childhood setting including lifting loads, bending, squatting, pushing, pulling, trunk twisting, kneeling and standing and sitting for durations.
- To perform any other duties as required by the service director or IACC management.

SPECIFIC RESPONSIBILITIES

1. ADMINISTRATION DUTIES

- To ensure that clients and employees are dealt with in a polite, friendly and efficient manner
- To handle all incoming and some outgoing telephone calls
- To record requests for care
- To process all new enrolments
- To process Child Care Benefit information
- To provide secretarial support and assistance as required
- To perform word processing as directed
- To send, receive and distribute facsimiles and emails as required
- To handle confidential matters and ensure confidentiality of issues
- To collect, record, sort and distribute mail
- To maintain the service inventory
- To attend IACC Clerical Meetings
- To organise and maintain accurate records and filing system
- To dispatch completed time sheets to IACC fortnightly (Friday) for payment of wages.

2. FINANCIAL DUTIES

- To prepare accounts/invoices for payment and forward to IACC Office weekly
- To manage collection of fees including
 - Record of payment
 - Receipt
 - Banking and reconciliation
 - Balance
 - To calculate and notify Director of fees in arrears
- To compile petty cash reconciliation and balancing
- To deposit parent committee fundraising and record

3.1.11 JOB DESCRIPTION – SERVICE ADMINISTRATION

*IACC Policy & Procedures Manual
Section 3 - Policies*

- To ensure staff time sheet records are accurately maintained
- To complete all government subsidy forms in consultation with the centre director
- To organise and maintain accurate record keeping system
- To prepare books for audit
- To forward aged debtors listing to IACC office weekly

WEEKLY TASKS

- Collect mail from the Post Office box, record, sort and distribute.
- Check emails and distribute
- Receipt all income and lodge direct debits, Centrepay and internet banking into the services computer fee system
- Roll over fees for the following week
- Place receipts in Parent Pockets
- Process and record petty cash
- Answer telephone and intercom
- Process CCB assessments into the computer
- Send to the IACC office any Direct Debit adjustments
- Update children's files when necessary i.e. days of attendance, address, emergency contact details, and telephone details
- Respond to any enquires from parents regarding fees etc., return phone calls.
- Photocopy documents/ forms as required e.g. spare time sheets
- Allocate time to discuss pertinent issues with the director.
- Complete all filing
- Prepare accounts for payment, complete cheque requisition requests and send originals to IACC office
- Ensure day sheets are up to date on the computer and prepared for the following week
- Check overdue child care fees and prepare list for Director
- Forward aged debtors list to IACC office
- Record children's absences on the computer fee system
- Inform the family assistance office hotline of the services usage and availability

1. FORTNIGHTLY TASKS

- Dispatch time sheets to IACC office (Fridays fortnightly)

2. MONTHLY TASKS

- Send deposit summary form to IACC head office
- Prepare monthly accounts for payment by the last week of the month, attach invoices, statements to cheque requisition cover sheet and forward to IACC office.
- Check Budget statement with the director
- Bank monies received including fundraising (if required)

3.1.11 JOB DESCRIPTION – SERVICE ADMINISTRATION

IACC Policy & Procedures Manual
Section 3 - Policies

- Prepare and send fee information for the utilisation of children using DECS, Mission, Lady Gowrie, CareSouth and other funding to the IACC office for invoicing.
- Keep accurate records in regard to the services utilisation

3. QUARTERLY TASKS

- Prepare Child Care Benefit Assistance claim and forward to Department of Families, and Housing, Communities and Indigenous Affairs.
- In consultation with the service director prepare quarterly claims with the service director
- Attend IACC Clerical Meetings

4. BEGINNING OF FINANCIAL YEAR

- Enter new CCB information into the services computer fee program
- Enter new fee into the service computer fee program
- Begin new fee book, deposit book

5. END OF FINANCIAL YEAR TASK

- Send notice to parents with a reminder that all fees are to be paid to the end of the financial year by the 30th June.
- All fee payment books, financial receipts, bank books and aged trial balance to be forwarded to IACC office for the Auditor
- Assist in archiving the financial records as per the archive policy

6. BEGINNING of EACH YEAR

- Process all new enrolments on to the computer
- Process all re-enrolments details on to the computer for children enrolled from the previous year/s. i.e. change of days etc.

7. END OF CALENDAR YEAR

- Send notice to parents with a reminder that all fees are to be paid to the end of the year.
- Give children not returning an end date on the computer fee program.
- Assist in archiving children's files as per the archive policy

I understand and accept the duties and responsibilities of this job description

Employee Name _____

Employee Signature _____

Date _____

3.1.11 JOB DESCRIPTION – SERVICE ADMINISTRATION

*IACC Policy & Procedures Manual
Section 3 - Policies*

Supervisor Name _____

Supervisor Signature _____

Date _____