

POSITION DESCRIPTION

- Title of the position: Clerical Officer/Administration Officer
- Organisational Relationships:
Reports to: Mildura Ballet & Dance Guild Committee of Management
- President and
 - Treasurer
- Internal Liaisons:
- Mildura Ballet & Dance Guild Committee of Management
 - All dance teachers employed by the Mildura Ballet and Dance Guild Inc.
- External Liaisons:
- Parents and Students, Local media, Dance Companies, Mildura Arts Centre Management and Staff
- Term of employment: Clerks – Private Sector Award 2010
- 25 hours per week
 - Office Hours 9.30am to 3.00 pm
 - Starting and finishing time to be negotiated
 - Trial Period – 3 months
- Desirable Personal Attributes:
- A pleasant, friendly, enthusiastic attitude.
 - Self driven and organised with a mature personality, comfortable in dealing with parents and children.
 - Reliable and tolerant, with exceptional communication and public relations skills.
 - Previous experience in an administration role.
 - A keen interest in dance/performing arts.
- Essential Skills/Qualifications:
- A current drivers licence
 - A current Working with Children's check
 - Experience with Xero (or other accounting package)
 - Must be proficient in all windows platforms.
 - A sound knowledge of basic business finance.

Key Accountabilities/Responsibilities:

Mail

- Collect mail daily, open, record in Mail Register and distribute to the appropriate person for action.
- Maintain the "Correspondence In Register" for the Guild and supply monthly to the Minute Secretary for distribution prior to monthly committee meeting.
- Maintain a "Correspondence Out Register" for your mailings and supply monthly to the Minute Secretary for distribution prior to monthly committee meeting.
- Enter additional Correspondence Out to the Register as requested by the Guild's Committee.

Payroll

- Collect timesheets fortnightly and email to Guild's Book keeper.
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- Provide Employment Information Sheet and Tax File Number Declarations to all new staff.
- Submit Tax File Number Declaration to Australian Taxation Office within fourteen (14) days as required.
- Record all employee details as per Employment Information Sheet.
- Maintain Long Service records with the assistance of Treasurer and Book Keeper.

Guild Funds

- Complete "Receipt Form" for all monies (noting cash or cheque on the receipt) received by the Guild.
- Ensure all cash payments have a receipt written, if the customer doesn't require a receipt, leave it in the receipt book. Enter all receipts in Xero using the Receipt Book Number (to allow for a paper trail).
- Prepare banking of all cheques and cash (utilising the Prepare Bank in Xero) to be ratified by the Treasurer, and then banked, preferably on a daily basis
- Receipt all payments made via Electronic Funds Transfer by checking Bank account daily
- Maintain the security of the Guild's Credit Card and password for Internet access.
- Maintain security of Guild Banking Token and Credit Card.
- Email Reimbursement requests from Staff and Guild members for out of pocket expenses **to** the Guild's Book keeper after ratifying with Treasurer.

Class Lists/ Rolls

- Maintain master documents in Excel and/or Word for:-
 - Address list of all current Guild students
 - Class lists of all current Guild students
 - Term rolls for all teachers (four teachers in 2017)
 - Individual student records
 - Class Representatives
 - Maintain current Email address and Mobile Number for contact via Team Ap.

- Only the current List should be in the working folder, each preceded list should be filed Archived Folder and not deleted (Preferably as Class List T4 2016 etc, that way there should be four p.a.)
- Maintain confidential records and registers.
 - Medical Consent Forms
 - Special Needs – Anaphalytic Bulletin Board and Roll Book
 - All Media Release Form
- Supply the President, Treasurer and Secretary with a copy of the address list and class lists at the start of each term.
- Supply Costume Co-Ordinator with Class List when requested for purchasing of fabrics and first costumes.
- Class Representatives lists (Team Ap) to updated and supplied to President, Secretary, Treasurer and Class Representatives at start of each term...Notify any updates as they occur.
 - Class representatives may advise of changes within the class to be updated.
- Update these lists at the direction of the President/Treasurer and via any mail and/or email notification received regarding class changes from parents and/or guardians.
- Collect rolls from each teacher at the end of term and use them to update the individual student records. Apply credits to these records as necessary. (After consultation with the President and/or Treasurer) Eg;
 - ❖ Committee Vouchers – Attendance at committee meetings
 - spreadsheet will be emailed by Secretary prior to start of Term.
 - ❖ Class representatives credits
 - ❖ Prolonged illness
 - ❖ Exam time credits
 - ❖ Excessive Class cancellations where a replacement teacher cannot be found, due to illness
 - ❖ Due to extreme weather conditions etc.
- Leave new rolls prepared for each teacher at appropriate studio at the start each term.

Debtors

- Create and maintain Job Sheet Card for each student record
- Student Payment Plans are to be monitored to ensure they stay on track.
- Enforce a strategy to deal with bad debts in line with the Guild's policy that a student with an outstanding term's fees cannot commence the new term until the outstanding debt is paid (exception to the rule is if there is an established payment plan implemented and working).
- If unsuccessful with follow up letter and phone call with Bad Debtor. The Treasurer must be notified, they in turn will notify the committee and a strategy will be implemented.

Creditors/Suppliers

- Enter Suppliers invoices into accounting package.
- Provide Treasurer lists of payments due, ensuring to meet all deadlines.
- Enter suppliers details and lodge for electronic transfer, notify Treasurer and other Token holder to counter sign electronic transfer, in sufficient time to meet due date.
- Write necessary cheques for counter signing. Two signatures are required.

Bookings

- Make air flight and/or accommodation bookings for staff attending seminars etc at request of Teacher then ratified by President and/or Treasurer.
- Make air flights and/or accommodation bookings for visiting examiners and workshop holders to be ratified by President and/or Treasurer.
- Make credit card purchases (costume, curriculum books etc) as authorized by the Treasurer.

Reception

- Be first point of contact for all enquiries
- Provide information, or direct enquiries to the suitably qualified person to manage enquiries, in a prompt and confidential manner

Concerts

- Generate up to date class lists for sign in/sign out at concerts and concert rehearsals
- Help generate rehearsal schedules and parent helper rosters.
- Maintain the Working with Children's check file for parents volunteering at the Guild.

Miscellaneous

- Other duties as reasonably requested within employment timeframe by President, Treasurer, Teachers and committee members
- Team Ap – Notes, Newsletters etc.
- SMS Burst – Urgent Messages Only – Maintain and keep up to date class lists on this system – ensuring sufficient credit is on the system.
- Email Burst – Notes, Newsletters etc.
- Website updates and maintenance.
- Notes for Class Teachers
- Newsletter Ledger (Numbered – hard copy filed of newsletters filed in binder on counter – with access to all staff and committee)
- Liaise with the cleaner (Busy Bee Cleaning) in relation to additional cleans in time for Exams and/workshops. Major Cleans are Mondays, with minor cleans Thursay and Saturday (Toilets and Bins) Cancel any unwanted cleans during Term Breaks after consultation with Committee and/or teachers.