

## Fees Coordinator

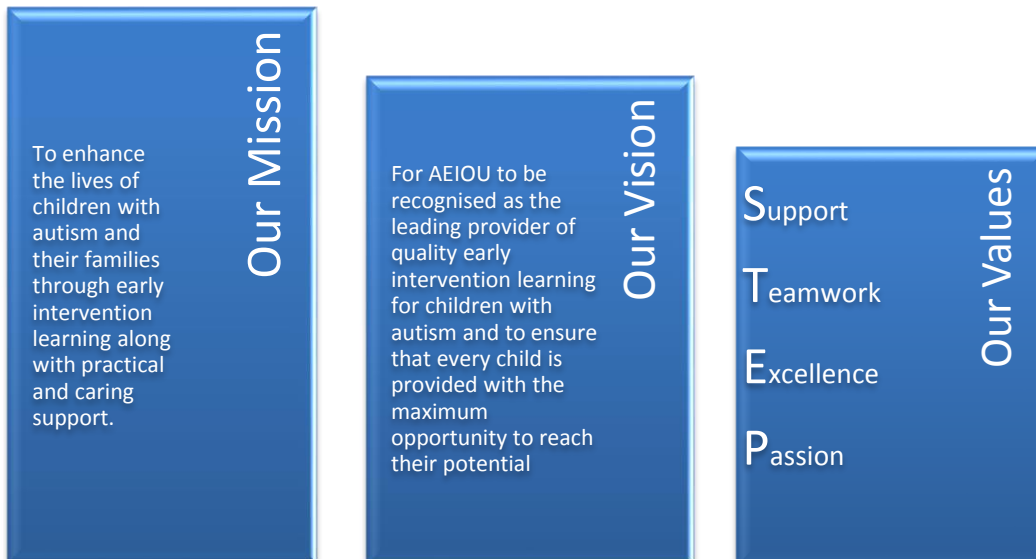
<b>Location</b>	Central Office	<b>Essential Qualification(s)</b>	None
<b>Tenure and Status</b>	Permanent Full-time	<b>Essential licence(s)</b>	Blue card
<b>Classification</b>	Salaried	<b>Probationary Period</b>	3 months
<b>Position resources</b>	None	<b>Annual Leave</b>	5 weeks
<b>Delegation of Duties:</b>	Finance & Administration Manager	<b>Authorities in your absence:</b>	Finance & Administration Manager

### AEIOU Foundation

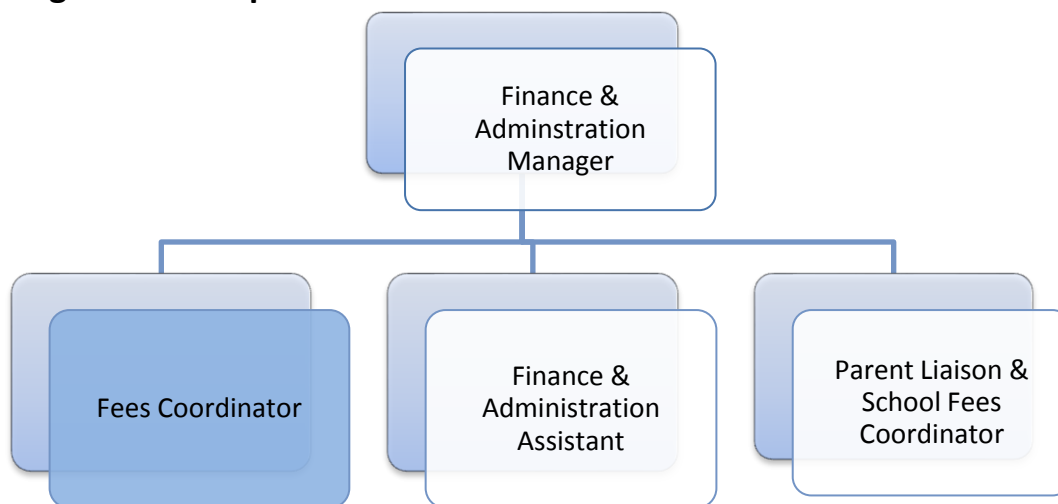
AEIOU Foundation’s evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

Our program is designed for children aged 2 to 6 years who have moderate to severe needs. Our curriculum, which meets international standards, is delivered by a transdisciplinary team of qualified therapists and educators, with a high staff-to-child ratio.

AEIOU Foundation is proud to employ highly qualified and experienced staff across our centres and we are committed to maintaining and improving skills and knowledge through a rigorous professional development program.



## Reporting Relationships



Other key relationships include the wider AEIOU team, children, parents, families and carers.

### Position Purpose

This position is responsible for coordinating parent fees and providing general administration support in the Finance Department.

### Responsibilities

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| <ul style="list-style-type: none"> <li>• Work within the AEIOU team to provide maximum support to parents</li> <li>• Entering enrolments on QIKKIDS</li> <li>• Marking attendances on QIKKIDS</li> <li>• Sending rolls to centres</li> <li>• Producing and sending Service delivery records</li> <li>• Invoice fees to Parents on a fortnightly basis</li> <li>• Claim Kindy funding for parents</li> <li>• Issue statements</li> <li>• Chasing parents for missing information</li> <li>• Reply in a timely manner to all queries presented from current /non-current or prospective parents</li> <li>• Debt collection</li> <li>• Daily Debit success deductions on QIKKIDS</li> <li>• Log into Debit Success website and print off payment summaries</li> <li>• Apply payments to parents accounts</li> <li>• Reconciliation of Debit success receipts to parents accounts</li> <li>• Ensure timely refunds are given when necessary/requested</li> <li>• Lodge documentation with CCMS/HCWA and NDIS on a fortnightly basis and apply to accounts</li> </ul> | <ul style="list-style-type: none"> <li>• Conversing with parents and CCMS with any queries</li> <li>• Update Donman with all parent details and changes to ensure Donman is always current</li> <li>• Reconciliation of all relevant MYOB accounts on a fortnightly basis i.e. CCB/HCWA/Bank Accounts</li> <li>• Breakdown funds received into bank accounts in MYOB ready for reconciliation on a fortnightly basis</li> <li>• To become familiar with the current HCWA documentation and processes</li> <li>• Reconcile Kindy each quarter on the Q Grants portal</li> <li>• Set up Kiosks at new centres</li> <li>• Accurate filing of children’s records</li> <li>• To consider and identify areas that we can improve upon with existing systems etc.</li> <li>• Banking</li> <li>• Other ad hoc financial duties</li> <li>• Assist the Finance Team in all aspects of accounts when needed</li> </ul> |
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## Organisational Responsibilities

<ul style="list-style-type: none"><li>• To comply with all AEIOU policies and procedures at all times</li><li>• A commitment to meeting and exceeding customer expectations</li><li>• To adopt and embrace the organisation's values</li><li>• To ensure the environment is kept in a safe and hygienic state at all times</li><li>• To follow and practice correct fire and emergency evacuation procedures with the assistance of the WHS officer</li></ul>	<ul style="list-style-type: none"><li>• To promote AEIOU to the local and wider communities</li><li>• A commitment to work as an effective team member</li><li>• To assist team members in understanding and responding to challenges, change and conflict</li><li>• To ensure that all communication is completed in a professional and polite manner</li></ul>
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## Key Selection Criteria

<ul style="list-style-type: none"><li>• Essential minimum 1 year experience</li><li>• Experience in QIKKDS or other Child care management system</li><li>• Child care experience is favoured</li><li>• Intermediate computer skills in Excel</li></ul>	<ul style="list-style-type: none"><li>• Preferred but not essential knowledge of MYOB</li><li>• Ability to analyse and interpret data</li><li>• Excellent customer service and communication skills</li><li>• Excellent phone manner</li><li>• Exceptional organisational skills</li><li>• Ability to work to strict deadlines</li></ul>
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