**Position Description**

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| *Position* | ASSISTANT TREASURER |
| *Date Written* | SEPTEMBER 2012 |
| *updated* | OCTOBER 2020 |

# POSITION PURPOSE

The main purpose of the Assistant Treasurer is to co-ordinate the fee collection and issue statements as per the “Fee Policy” as set by the CoM. The Assistant Treasurer will work closely with the Treasurer throughout the year. A current and valid Police Check is required for this role.

# KEY RESPONSIBILTIES AND ACTIVITIES

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| Key Responsibility: | **Issue Term Fees/Receipts** |
| Activities* Familiarity with the SPK Fees Policy and Fee Information for Families Documents
* Utilising MYOB software and liaising with Treasurer/Bookkeepers to record all enrolments and issue invoices and statements to families
* Accessing SPK bank accounts to balance deposit/fee income via MYOB
* Issue Invoices as per payment schedule – Kinder Fees are due in advance
* Fees are issued 2 weeks prior to due dates, except for Term 1 where Fees are issued at the AGM for payment within that calendar year
* Invoices are electronic and are emailed to families as per email details supplied.
* New starts will need to be invoiced and fees adjusted as per policy.
* Procedure for Overdue Fees is detailed in SPK Fees Policy.
* Keeping track of all details and of payments made – Update File “Fee Records”.
* Receipts (issued as statements) are to be issued to families within a week of payment and this is also sent electronically.
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| Key Responsibility: | **Concession Fees** |
| Activities* Establish families that are entitled to concessions on their kindergarten fees.
* Verify Families who are Health Card Holders. (Need to site actual documentation)
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| Key Responsibility: | **COM & Book Keeping Reports** |
| Activities* Update COM once a month with updated status of Fee payments and or any late payment issues.
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| Key Responsibility: | **Miscellaneous** |
| Activities* On occasions Assistant Treasurer is required to support other COM roles with information or volunteer to participate in a sub-committee (at your own discretion)
* Enrolment Officer/Administration Officer will require your assistance at end of year to generate deposit invoices, confirm payment and issue receipts for enrolment deposits paid.
* Assist Social Officer and Treasurer with verifying and recording fundraising income via SPK bank statements and when an EFTPOS machine is utilized at events
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| Key Responsibility: | POLICIES FOR REVIEW  |
| Policies Responsible for |
| * Fees (with Treasurer)
* Other policies as directed by Vice President / CoM during the Annual Review Cycle
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