



## Accounts Receivable

**Apply today for this full-time flexible role in our dynamic and purposeful organisation!**

**Full-time | Hybrid (Kew East & WFH) | \$60,000-\$65,000 + Super**

### About the Australian School of Performing Arts

Home to the Australian Girls Choir and ASPA Education, ASPA is a leading provider of performing arts programs to over 6,500 students nationwide. With offices across six Australian cities and Singapore, our team of over 60 staff is passionate about creativity, collaboration and excellence. As we continue to grow, we're seeking a motivated individual to join our finance team in a permanent, full-time capacity.

### About the Role

Based in our Kew East Head Office with flexible work-from-home options, this role is ideal for someone who thrives on detail, enjoys customer service, has the ability to communicate confidently in English, both verbally and in writing, and has a strong aptitude for financial processes. Reporting to the Finance Manager, you'll play a key role in managing our large-scale invoicing and payment systems.

### Key Responsibilities:

- Raise and manage student fee invoices in MYOB Acumatica ERP
- Communicate with and respond to parent queries via phone and email (using HubSpot)
- Manage Direct Debit Agreements and payments via ezyCollect
- Follow up on overdue payments and declined transactions
- Process complex fee refunds
- Reconcile Stripe payments, MYOB invoices, and bank accounts
- Maintain data accuracy across multiple systems
- Provide general finance team support as required

### Qualities that will make you successful:

- Strong numerical and process-driven mindset
- Friendly, clear and confident communicator in English with an empathetic approach
- High attention to detail with excellent data reconciliation skills
- Intermediate Excel skills and fast, accurate typing
- Strong time management and prioritisation skills
- Proactive and self-motivated team player
- Relevant experience in accounts receivable or similar role (desirable)
- Experience with MYOB Acumatica, ezyCollect, or HubSpot (desirable)
- Valid Working with Children Check

### Why Join ASPA – an Australian Employer of Choice?

- Flexible work arrangements and hybrid options
- Supportive team culture with professional development opportunities
- Access to wellbeing initiatives and a free Employee Assistance Program
- Contribute to a meaningful mission alongside passionate colleagues
- Opportunity to support our charity partner, Girls from Oz

### How to Apply

Submit a one-page cover letter and your resume in a single document, addressed to our People and Culture Manager, Hayley Hawksford. Applications close **Monday October 6 2025**; however we will review applications as they are received and may commence interviews prior to the closing date.