ST JOSEPH'S COLLEGE
MARTIN ROAD
ALBANY  6330
Phone: (08) 9844 0222
Fax:     (08) 9844 0223

ACCOUNTS OFFICER
12 Month Leave Replacement
Start Date 27th June 2011
(Minimum 22 ½ hours per week, 46 weeks per year)

St Joseph's College is a Catholic co-educational College catering for students from K – 12. Applications are invited from suitably experienced persons for the above position. This is a part-time appointment and hours of work are 8.00am to 4.00pm.

Outcomes:
1. Maintain supplier records and payments
2. Receivable point for goods delivered to the College
3. Data process orders, invoices and statements
4. Send payments to creditors
5. Processing of all monies received and undertakes daily banking and mailing
6. Prepare general ledger entries
7. Maintain Asset Register
8. Petty Cash custodian
9. Other clerical duties as required

Essential Criteria:
* Experience in Accounts Payable/Receivable
* Data Processing skills
* Sound working knowledge of computerised accounts systems
* Good Interpersonal skills

Desirable Criteria:
* Financial experience within a school environment
* Working knowledge of MAZE database

Applicants must address the above criteria and include the names of three professional referees. Applications to be forwarded to “The Principal” before 4pm on Thursday 16th June 2011.

The successful applicant will require a valid Working With Children Check and current Crimtrac Police Clearance.

Further details available from the Business Manager, Marion Leonhardt 98440 222.