



St. Andrew's Christian School

Knowledge through Christ

Accounts Clerk

St. Andrew's Christian School is seeking a motivated Accounts Clerk to join our administration staff.

This is a full-time position. The commencement date is negotiable.

We are a growing Preparatory to Year 12 coeducational school in a rural setting situated close to Grafton in the beautiful Clarence Valley. The Valley boasts an extensive river system, proximity to pristine beaches, World Heritage Rainforests and beautiful national parks. The region provides excellent opportunities for sports, families and lifestyle.

St. Andrew's Christian School is a well-resourced school which provides quality Christian education for children from both Christian and non-Christian families with proven results in literacy and numeracy and opportunities for a broad range of subjects and experiences.

It is expected that applicants will:

- Have a personal Christian commitment with Church involvement
- Have at least 5 years' experience in an accounts payable and/or receivable position
- Demonstrate a high level of competency with Microsoft Office and computer data entry
- Demonstrate excellent interpersonal and communication skills
- Work collaboratively with colleagues, families and students

Desirable:

- Accounting qualification
- Experience with Reckon Accounting Software
- Familiarity with Engage School Administration Software

Applications should include:

- Cover letter (1 page)
- Completed application form (from our website or contact below).
- Resume (2 pages)

Submit your application via website or email to reception@standrewscs.nsw.edu.au; deliver or post to 84 Washpool Road Clarenza NSW 2460. For further information or position description please contact the Business Manager, Phil Browning, on 02 6643 4770 or philbrowning@standrewscs.nsw.edu.au

Applications close end of business, Thursday September 16 2021