The Catholic Schools Office, Lismore is calling for applications from suitably qualified candidates for the position of:

**Accounting Services Clerk**

Applicants will be required to perform debtors/creditors and admin/clerical/accounting functions in a busy office environment.

The incumbent's tasks and responsibilities will include:

- Processing purchase requisitions
- Reconciling creditor invoices to orders; preparing invoices for payment; generating debtor invoices
- Banking
- Assisting the Finance function to meet accountability and reporting requirements, including processing and reconciling of transactions and ledgers.
- Filing, and general administrative tasks.
- Providing support for team members as required.

**Selection Criteria**

1. A certificate in accounting or studying towards an accounting qualification.
2. Sound knowledge of creditor, debtor and general accounting procedures.
4. Sound working knowledge and experience of MS Office particularly Word and Excel.
5. Proven ability to work as part of a team.
6. Well-developed interpersonal, oral and written communication skills.
7. High level of attention to detail and accuracy.
8. A respect for the teachings of the Catholic Church.

To apply, please submit your application including Application Form, statement addressing the above selection criteria, and referees to:

Vanessa O'Rourke  
Human Resources Officer – Recruitment and Training  
Email: hr@lism.catholic.edu.au

**Applications to be received by 9am Wednesday, 30 September 2015**

Child Protection legislation requires preferred applicants to be subject to employment screening

*An Equal Opportunity Employer*