



St Joseph's College

ALBANY

The life of every person is a special journey

Martin Road Albany WA 6330

(08) 9844 0222

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www.sjc.wa.edu.au

Accounts officer

Category:	Whole College
Status	Part-Time
Term	Permanent
Start Date:	Monday 21 September 2026
End Date:	-

Position Details:

The Accounts Officer is required to:

- Be supportive of the ethos and mission of Catholic education.
- Have a sound knowledge of accounts payable procedures.
- Excellent data entry skills with an emphasis on speed and accuracy.
- Work cooperatively and positively with the school community.
- Be prepared and able to work until 4:15pm

Selection Criteria:

Duties include but not limited to:

- Manage supplier records and payments in the Zycus supplier management system.
- Receivable point for goods delivered to the College.
- Process orders, invoices and statements.
- Process payments to creditors.
- Processing of all monies received and undertake daily banking and mail duties.
- Prepare general ledger entries.
- Petty Cash management.
- Administrative duties as required.

Essential

- Demonstrated sound accounts payable skills.
- Excellent computer skills – E.g. Microsoft Office Suite.
- Professional written and verbal communication skills to the highest level.
- Demonstrated excellent organisational skills, including the ability to prioritise and manage multiple tasks concurrently.
- Have the capacity to work autonomously and as a member of a team.
- Ability to manage highly confidential and sensitive information.
- Hold and maintain a Working with Children Check and Nationally Coordinated Criminal History Check.

Desirable

- Financial experience within an educational environment.
- Knowledge of Administration of Schools (AoS) software package and Zycus

Qualifications Required:**Working with Children Check Required**

Closing Date for Applications:

Tuesday 8 September 2026

Please email applications with an accompanying Cover Letter to the Principal
Rachael.Keenan@cewa.edu.au