



## **DUBBO CHRISTIAN SCHOOL – POSITIONS VACANT**

Dubbo Christian School is a modern, well established and strongly resourced school in a beautiful setting in regional NSW with 680 students in P-12.

Applications are invited for the following permanent full-time position commencing 24 January 2022:

### **ACCOUNTS RECEIVABLE (FEES) OFFICER**

Reporting to the Finance Manager, the successful applicant will have:

- Demonstrated capacity to work in a team environment in a Christian school context
- General experience with Accounts Payable and Receivable processes
- Ability to organise and prioritise workloads and tasks to meet deadlines
- A high level of interpersonal and communication skills
- Ability to facilitate complex personal and sensitive issues.

We are looking for a committed employee with a desire to apply their Christian faith to their work in a supportive school community. Please submit an Application Form, (found at <https://www.dubbocs.edu.au/employment/working-with-us>) by 9:00am on Monday 10 January 2022.

Mr Warren Melville  
Principal  
**Dubbo Christian School**  
T: 6882 0044  
[www.dubbocs.edu.au](http://www.dubbocs.edu.au)