



# CHRISTIAN COLLEGE GEELONG

## **ACCOUNTS RECEIVABLE OFFICER**

Applications are invited from experienced and qualified staff who desire to work in a fine independent school where excellence and Christian values are emphasised.

This full-time position is based at the Middle School in Highton.

The preferred applicant will have experience and expertise in School Finance Departments as well as excellent organisational and IT skills.

An ability to follow procedural protocols and to work independently is essential.

A position description is available on the College website:

[www.christiancollege.vic.edu.au](http://www.christiancollege.vic.edu.au)

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**Applications including two referees should be forwarded to:**

Secretary to the CEO

18 Burdekin Road, Highton Vic. 3216

[marion@ccg.vic.edu.au](mailto:marion@ccg.vic.edu.au)

**CLOSING DATE: Friday 2 November 2012**