

**SUNRISE HEALTH SERVICE
ABORIGINAL CORPORATION**

Pandanus Plaza, 25 First Street, PO Box 1696,
Katherine NT 0850
Ph: 08 89711 120 Fax: 08 89 712 511



**ACCOUNTS OFFICER
PN 303**

\$42,892 - \$48,116

The Accounts Officer will work under the direct supervision of the Finance Manager to support all areas of the health service in relation to processing payables and receivables.

The Accounts Officer will have demonstrated background in bookkeeping; processing all accounts payable and receivable; provide payroll assistance and other financial entitlements. Applications are sought from interested applicants who possess:

- Experience in the payment and receipt of accounts
- Computer skills
- High level of organisation and communication skills
- A demonstrated capacity to work within timeframes

Highly Desirable: Persons to have Attaché experience.

The Position Profile is available for downloading from our website at www.sunrise.org.au or by emailing hr@sunrise.org.au The Selection Criteria must be addressed when submitting applications. For further information contact the Human Resources Manager, Tony Hopp on PH: 08 8971 9521. Applications are to be sent "*In Confidence*" to HR Manager, Sunrise Health Service, PO Box 1696, Katherine NT 0851 or Fax: 08 8971 2511 or email: tony.hopp@sunrise.org.au

Applications close Wednesday 1st February 2012:

*Sunrise Health Service is an equal opportunity employer and maintains a strong No Smoking Policy.
Indigenous people are strongly encouraged to apply.*

Providing primary health care services to remote communities East of Katherine - Bulman, Jilkminggan, Manyallaluk, Mataranka, Minyerri, Ngukurr, Weemol, Wuyularr. Uraunua