



ACCOUNTS ASSISTANT

15-20 Hours per Week

Days and Hours of work negotiable.

Availability to work more hours as required is an advantage.

Main duties include accounts payable/receivables, bank reconciliations and cover for front office staff.

Experience in a school environment and experience with MUSAC/KAMAR (accounts and student management programs) would be an advantage.

For a full job description or queries please contact:

Rowan Dunnet (Executive Officer) 03 445 11 21 ext 2 or
rowandunnet@cromwell.school.nz

Applications close Wednesday 13th June 2018