## **Sydney Interventional Radiology – Accounts Clerk**

Sydney Interventional Radiology is a growing radiology practice based at the Sydney Adventist Hospital in Sydney’s North Shore.

**Position Title:** Accounts Clerk

**Job Overview:** An opportunity has become available for a part-time (2-3 days/week) Accounts Clerk.

**Duties including:**

* Accounting Data Entry and Reconciliation
* Monthly Financial Reporting and Analysis
* General Administration from time to time
* Debtors

**The successful applicant will have:**

* General knowledge of accounting
* Proficiency in MS Office applications, especially excel
* Keen eye for detail and accuracy in Data Entry
* Willingness to learn and contribute ideas to a growing business
* Experience working at a medical practice desirable, but not essential

**Contact Details:**

Please email CV and cover letter to anissa@sir.net.au or info@sir.net.au.