

# JOB DESCRIPTION

**JOB TITLE: BOOKKEEPER**

**REPORTS TO:** Principal and Manager

**Processing of** accounting information from source documentation to trial balance for numerous entities, including individuals, trusts, partnerships, companies, etc, including:

- (a) Detailed liaison with Principal and Manager in relation to briefing on various clients and obtaining information;
- (b) Setting up general ledgers / charts of accounts on MYOB or other packages for various entities;
- (c) Recording and processing of cash receipts and cash payments and preparation of bank reconciliations;
- (d) Preparation of all other required journal entries on both a cash and accruals basis;
- (e) Entry of the above information into MYOB or equivalent package;
- (f) Preparation of year end schedules including depreciation, hire purchase / finance lease schedules, investment register and any other required schedules; and
- (g) Reconciliation of all balance sheet and necessary profit and loss accounts including trade debtors, trade creditors, other debtors and other creditors, investments and all other required reconciliations.

**Preparation of:**

- (a) Management Reports;
- (b) Annual Financial Reports;
- (c) PAYG, IAS and BAS; and
- (d) Statutory forms and documents to be lodged with Australian Securities Commission.

**Assisting** as and when required in the preparation of day to day correspondence.

Other **administration matters** including ensuring that the following duties are conducted:

- (a) Photocopying, collating and binding as required;
- (b) Recording and processing of timesheets and productivity reports; and
- (c) Filing.

## **PARTICULAR APTITUDE / SKILL REQUIRED**

A willingness to work in a team environment supporting the total resources of the practice to create a happy and efficient working environment;

- Excellent communication and good writing skills in the English language;
- Intermediate Word;
- Intermediate Excel;
- MYOB or an equivalent accounting product;
- Accounting; and
- Attention to detail.

## **TRAINING**

We are happy to train you on any product you may not have experience using. We are more interested in the correct attitude to work rather than your current ability to be across all aspects of the job on commencement.