

Bookkeeper

Position Purpose and General Statement

The Bookkeeper role is to work as part of the team in our Public Accounting Practice. We are looking for a person with bookkeeping and tax return preparation skills & experience to work closely with and support our team of Accountants and clients.

Specific Accountabilities

- Use of Microsoft Office, particularly Excel and Word.
- Use of MYOB Accountants Enterprise software.
- Prepare documents from standard templates.
- Electronically update ATO and ASIC forms & records.
- Assist Accountants as required.
- Drafting and preparation of tax returns.
- Preparation of workpapers.
- Use of General Ledger software.
- Performance of reconciliations.
- Use of MYOB, Xero & other industry programs.
- Preparation, processing & lodgement of Payroll & STP.
- Preparation & processing of GST/BAS/IAS Returns.
- Downloading data from client software.
- Other duties as directed by management.

Personal Specifications / Experience

- Enthusiastic, friendly & outgoing manner.
- Sound verbal & written communication skills.
- Ability to work well in a team with fluctuating workflows.
- Strong organisational & time management skills.
- Self-motivation, initiative & attention to detail.
- Looking to expand skills to progress to an accounting role over time.
- Analytical & problem-solving skills.
- Strong attention to detail.

Required Skills / Qualifications

- Recognised Australian Qualifications in Bookkeeping essential.
- Certificate IV in Accounting and Bookkeeping with an Australian TAFE.
- Degree or Diploma or studying in Accounting and Bookkeeping with an Australian TAFE or University.
- Experience with MYOB Accountants software desirable.
- Demonstrated knowledge and experience with MYOB and Xero software.
- Knowledge in BGL, Quickbooks and Phoenix software would be an advantage.
- Demonstrated ability in Microsoft Office software essential, particularly Word and Excel programs.
- Demonstrated ability with preparation of BAS/IAS returns, Payroll, STP and reconciliations.
- Proficiency and accuracy in typing essential.
- Fluency in speaking & writing in English essential.

Hours

- Full time 38 hours per week or part time considered.

Any enquiries in relation to this please phone David Power.

Applications close Sunday, 5 December 2021.

Please email your CV and referee details to admin@hicksadvisory.com.au