

JOB PROFILE FORM

Bookkeeper / Administrator

HIRING PROFILE**Job Responsibilities**

Describe the job role and the day to day tasks involved.

- To handle a full set of accounts and monthly financial reports for the group of companies
- Prepare A/R, A/P and general ledgers
- Maintain routine accounting operations including bank reconciliations, invoicing, banking, payroll and payments
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Internal filing system of statutory and financial records including BAS , PAYG, payroll tax, Super filling
- Prepare year-end financial reports and coordinate the annual return with tax accountants
- Handle office administrative duties e.g update staff handbook, organize & upload employment ads online, office daily routines
- Other adhoc assignments.

Qualifications

Describe the qualifications the staff must have in terms of skills and capabilities

- Minimum of three years bookkeeping and office administration experience
- Knowledge of accounting software e.g. Quick Books , MYOB
- A Degree in Accounting and Finance