**POSITION DESCRIPTION**

**ACCOUNTS/ADMINISTRATION OFFICER**

Location: Bayswater North

Division: Finance & Admin

Salary range Commensurate to experience

Employment Full time ongoing

 Monday to Friday 8.30am to 4.30pm

Position reports to General Manager and Board of Management

6 Month probationary period will apply

In the accounts role, we are looking for someone with strong attention to detail and a can do attitude. As this position is varied, it is also integral to have someone who is flexible and willing to assist in the day-to- day operations of the Organisation.

**Financial**

* Using the Xero software platform:
* Manage Purchase orders (including raising RCTI for suppliers)
* Reconcile and manage accounts payable and receivable
* Manage Customer and Supplier accounts, including reconciliations, preparation of payments etc.
* Preparation of Bank reconciliations, including operational accounts and credit card expenses
* P&L preparation and account reconciliation to General Ledger
* Prepare financial reports and budgets as required
* Prepare and process payroll
* Prepare and record journals as required
* Other general accounting tasks as required

**General**

* Provide support to the General Manager
* Provide Customer service assistance – in all forms – phone- in person - computer
* Provide administrative support when required
* Assist with Learner Permit tests and preparation of Vicroads documentation
* Assist with Course preparation as required
* Maintain a strong Customer service approach to all stakeholders, internal and external
* General administration duties as required

Please outline demonstrated Accounts experience in your covering letter.