

POSITION DESCRIPTION



Accountant or Graduate Accountant

A position is currently available for a highly motivated, enthusiastic and well organised person with accounting skills to join our team.

This could be a Full time or Part time role!

Duties will include but not be limited to:

a) Working with client accounting software, Bank Statements and other client data.

The following reports will be prepared:

- i) Trial Balance
- ii) Profit & Loss Statement
- iii) Balance Sheet

b) Balance Day Adjustments.

c) Preparation of Tax Returns for business entities and individual taxpayers.

d) Spread Sheet preparation, e.g. Cash Flow Budgets, Lease versus Buy Analysis.

f) Accounting for GST and preparation of quarterly Business Activity Statements including use of BankLink and other technology e.g. MYOB, Xero, Reckon, PC Cashflow Manager

g) Other Accounting, Tax, Computing tasks as specified by the Partners.

Qualities:

Good listener

Can multi-task

High level of accuracy

Good people skills

Team orientated

Strives for excellence

Skills:

Time management

Organisational abilities

Lateral Thinker

Strong computer skills (MS Word, Outlook & Excel)

Desirable but not essential (as training will be provided):

A Diploma in Accounting (or higher)

Knowledge of accounting systems & practices

Knowledge of client software e.g. MYOB, Reckon Products & Cashflow Manager

Direct Reports:

Partners & Practice Manager