



## Whittlesea Pacers Basketball (WCBA)

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ABN 92 675 241 543

## Job Description

Job title:	Bookkeeper
Reporting to:	Operations Manager
Salary:	TBA
Hours:	15 hours (Part Time)
Location:	Mill Park

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## Purpose of the position

The bookkeeper must have a solid background in accounting and will be responsible for the processing of supplier invoices, account management, payment of supplier bills, processing of wages, bank reconciliations and generation of reports when requested.

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## Key responsibilities & duties

- End-to-end AP and AR with collections including data entry
- Quarterly BAS preparation and lodgements
- Monthly PAYG, and SGC payments, reconciliation, and lodgements
- Workcover reconciliation and reporting
- Payroll duties - ensuring wages, contractors and hobbyists' payments are processed timely and accurately
- End of financial year duties:

- o Reconciling Employee Payments with Tax Office Records (STP)
  - o Assist in the preparation of the Association Audit reports by providing accurate monthly reporting to Board members
  - o Ensure compliance with statutory requirements
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## Attributes

- Ability to work both hands on and at an administrative level
  - Effective analytical, problem-solving, leadership skills
  - Excellent written and verbal communication skills
  - Highly motivated and enthusiastic, with excellent people and communication skills  The ability to look at processes critically and implement changes if required
  - Team player
  - Attention to detail
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## Work experience and skills

- At least five years' experience in Bookkeeping working in a similar position preferred
- Registered BAS Agent
- Excellent Bookkeeping skills and knowledge
- Previous experience with MYOB
- Highly proficient in the use of Outlook, Word, Excel, and any other company specific software applications. Advanced MS Excel skills will be highly regarded, as will exposure to PlayHQ