

Canterbury City Community Centre Inc

POSITION DESCRIPTION

Position:	Bookkeeper
Classification:	Social Community Home Care and Disability Services Industry Award Level 3
Hours:	Casual
Responsible to:	Chief Executive Officer (CEO)

This position description is not a comprehensive list of responsibilities or criteria. The position's incumbent will be aware that the position is to provide bookkeeping support to a growing non government organisation and that Centre sources of funding and income may change over the course of time.

Reporting & Organisational Context:

The Bookkeeper is responsible to the CEO and receives additional guidance and support from the Bookkeeper (part time).

Position Objectives

To provide support in payment and preparation of CCCC accounts and payroll at busy times and when the Bookkeeper is on annual leave.

Knowledge, Skills and Experience

Essential Criteria:

- Relevant qualifications and experience in MYOB
- Demonstrated experience in payroll, fringe benefits and PAYG
- Demonstrated experience in preparation and reconciliation of BAS.
- Ability to work independently and with minimal supervision
- Advanced computer skills, including Word & Excel
- Minimum two years' experience in a similar role

Desirable Criteria:

- Experience in accounting practices involving grants funding

Principle Duties

- Together with the CEO prepare cheques and electronic transfers for payment
- Issue invoices to debtors and follow up overdue accounts
- Ensure receipts and expenses are recorded against appropriate cost centres and line items
- Prepare a monthly bank reconciliation using MYOB
- Pay wages and fringe benefits by electronic transfer
- Payment of monthly superannuation and PAYG and quarterly GST
- Maintain Register of Suppliers which includes bank details and authorisation for electronic funds transfer
- Reconcile petty cash accounts

Employee's Signature: _____ **Date:** _____

CEO's Signature: _____ **Date:** _____