



East Coast Bookkeeping and Business Solutions is seeking a Bookkeeper/Accountant to be based in our office in South Nowra, NSW.

We are a team of professionals who take pride in helping businesses stay on top of their bookkeeping and ATO compliance

Responsibilities include:

Your roles and responsibilities include the following but are not limited to:

- Assistance and support to the Managing director
- Data entry/bookkeeping, and bank reconciliations
- Checking figures and reporting for accuracy
- Reporting any irregularities in data to management
- Monthly and Quarterly preparation of IAS and BAS's
- Producing profit and loss, ageing receivables/payables and other financial documents
- Comply with relevant reporting requirements
- Record journal entries where necessary ie: purchase of asset
- Reconcile General Ledger
- Check and verify source documents such as invoices and receipts
- Process receipts in Dext and match in bookkeeping software
- Recording the financial transactions of various businesses in bookkeeping software (including but not limited to, MYOB, QBO and Xero)
- Manage accounts receivable and accounts payable where necessary
- Reconcile and balance all accounts
- Maintain complete filing system to support financial records
- Meet monthly KPIs

Competencies required:

- Planning and organizing
- Attention to detail
- Information collecting and monitoring
- Problem analysis and solving

- Demonstrated ability to meet deadlines
- Work in a team environment or alone
- Must have a current Driver's Licence
- Communication skills
- Confidentiality

Qualifications and Education Requirements

Minimum 5 years' experience as a bookkeeper/BAS agent/Tax agent

Qualification in Accounting and/or bookkeeping

Knowledge of relevant legislation and regulatory requirements

Working knowledge of relevant computer applications

We offer:

- Dynamic and supportive team environment
- Working for a thriving business

Applications close Friday 5th November 2021

For further information on this position please contact Kellie at East Coast Bookkeeping and Business Solutions for a confidential discussion on 02 4402 8913 or email kellie@eastcoastbbs.com.au