



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

We are 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:

- Ensuring all payroll transactions are processed efficiently
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- Compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and ensure entitlements are correct.
- Ensuring Correct award pay rates are up to date and comply with regulations.
- Resolving payroll discrepancies
- Maintain complete filing system to support financial records
- Enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases
- Answer questions about compensation, benefits, taxes and insurance deductions
- Meet monthly KPIs

Competencies required:

- Planning and organizing
- Attention to detail
- Information collecting and monitoring
- Demonstrated ability to meet deadlines
- Work in a team environment or alone
- Must have a current Driver's License
- Communication skills

- Confidentiality

Qualifications and Education Requirements

Knowledge of relevant legislation and regulatory requirements in Awards

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 the Director at East Coast Bookkeeping and Business Solutions for a confidential discussion on 02 4402 8913 or email your resume to Kellie@eastcoastbbs.com.au