



POSITION DESCRIPTION

Job title	Bookkeeper
Location	Mildura
Report to	Financial Operations Manager, Corporate Services
Award	HPSS Award
Position classification	Full time
Job Summary	We are looking for an experienced bookkeeper. Your primary duties would include recording all transactions, reconciling accounts, and creating financial reports to share with members of management.
Duties	<ul style="list-style-type: none"> • Process accounts payable/receivable • Record invoices accurately in financial software • Record credit card transactions • Process invoices for external Auspice services • Issue invoices to debtors as required • Perform monthly reconciliations of bank accounts, credit cards statements and creditor statements • Backup payroll officer • Maintain asset register • Support the Financial Operations Manager, Corporate Services
Desirable Skills	<ul style="list-style-type: none"> • Attention to detail and accuracy is essential • Organisational skills • Problem solving skills • Time management • Previous bookkeeping experience preferred • Excellent written and verbal communication skills. • Ability to work as part of a team and autonomously • Ability to maintain absolute confidentiality
Key Selection Criteria	<ul style="list-style-type: none"> • Minimum Certificate IV Business Administration or Associate degree in accounting or relevant experience • Mandatory COVID vaccination certificate or exemption status • Working with Children's Check Vic & NSW • Current drivers' licence