



Assistant Accountant

Hays • Newcastle Area NSW



Base pay

\$65,000 - \$77,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

29 Apr 2022



Expiring date

29 Apr 2023



Category

Accounting



Occupation

Assistant Accountant



Base pay

\$65,000 - \$77,000



Work type

Permanent



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

Skills

TIME MANAGEMENT

INVENTORY

PAYROLL

ACCOUNTING SYSTEMS

ADJUSTMENTS

AR

EFT

GENERAL LEDGER

GL

JOURNAL

RECONCILIATION

TAXATION

Full job description

Position Description:

Banking

- Prepare and update bank reconciliations on a daily/weekly/monthly basis
- Issue daily bank balances report & distribute bank statements
- Prepare cash requirements forecast out 3 months with the aim of

maximising interest income

- Process banking EFT transfers, BPays and International transfers
- Set up new bank accounts when required

Credit Card

- Set up or cancel credit cards as required
- Monitor usage and balances
- Prepare monthly credit card data, recognition and regard to
- Valid tax invoices
- Cost dissections
- FBT implications
- Prepare and issue of monthly staff expense summaries from credit card statements

Fixed Assets

- Maintain register and reconcile fixed assets on a monthly basis
- Including monthly additions and disposals
- Determine Coding and effective life for new assets
- Monthly Depreciation run
- Reconcile system reports to the General Ledger

Business Activity Statement

- Preparation and reconciliation of monthly BAS

GST

- Reconcile to tax reports and prepare the month end clearing journal (new process to commence in December)
- Income Tax PAYG instalments
- FBT instalments
- Diesel Fuel rebate and tax credits (every quarter)
- Lodge BAS's on ATO portal

Fringe Benefits Tax

- Staff travel – monitor travel and requirements for Travel Diaries
- MV Log Books
- MV Odo readings when staff leave or change motor vehicles

Direct Purchasing

- Check and approve GL & tax codes on purchase orders in Sage 300

Inventory

- Non system controlled inventory items including:-
- Laboratory & Veterinary supplies
- Promotional materials
- System controlled inventory
- Monthly reconciliations to General Ledger

- Periodic stocktake adjustments
- Processing, investigation and reconciliation

Month end

- Prepare month end standard accrual journals
- Prepare month end prepayments
- Post payroll general ledger journals
- Reconcile Recoveries
- Reconcile AR GL Invoice report to billed procedures report ex Ardex

Monthly

General ledger Reconciliations

- Sundry Debtors – update spreadsheet and send to all relevant parties

Audit

Assist in the collation and preparation of material for the external audit

Desirable & Essential Requirements

- At least 3 years' experience working in a similar role
- An enthusiastic and pro-active attitude
- The ability to work under pressure in a fast-paced environment
- Possess excellent time management skills
- Work autonomously and well as part of a team
- Intermediate excel skills
- Tertiary qualification in Accounting – Diploma or Degree
- Understanding of taxation issues, in particular GST & FBT
- Experience in the use of accounting systems (Sage 300 desirable);
- Completion of a National Criminal History Check

Whats In it for you:

- Up to \$75k + Super
- Full Time
- Monday-Friday
- Jerrys Plains Location

Call Roxann 02 4032 8683 or email roxann.bentley@hays.com.au
[mailto:roxann.bentley@hays.com.au] and updated CV.

LHS 297508 #2532493