

## **EOI Accounts Administration**

### Bookkeeper – Full time

#### About Us

The CB Alexander Foundation, located at Tocal Agricultural College, manages the historic site Tocal Homestead, Numeralla free range egg farm and a range of activities located at Tocal. Tocal Field Days is the premier three-day agricultural event held at Tocal. These businesses combined are looking for their next Accounts superstar.

#### Qualifications & Experience

- Minimum 3 years bookkeeping experience
- Experience with accounting software, Reckon Accounts desirable but not essential
- Experience using Microsoft Office/365
- Reliable, punctual, professional with good communication skills
- Excellent organisational skills
- Exceptional attention to detail
- Commitment to deadlines, be able to multi-task and prioritise
- Work unsupervised as part of a small team
- Work cohesively with both internal and external stakeholders

#### Tasks & Responsibilities

- Accounts payable and receivable
- Bank reconciliations and banking
- Fortnightly payroll including superannuation, leave accruals, STP
- Preparation of statutory obligations such as BAS and IAS
- Data entry and filing
- Assist in the preparation of audit documentation and support audit processes
- A desire to undertake short courses relevant to the position and further skills and knowledge
- Any other ad hoc bookkeeping duties as required by the businesses

#### Job Benefits and Perks

- A large variety within the role
- Flexible working environment
- Annual leave loading
- Free parking
- Remuneration will depend on the individual candidate's experience and skill.

#### Other Requirements

- Driver's licence
- Working with Children check
- Available to work the Tocal Field Days weekend.

If you would like to know more about the role, please contact Renea Kerr on 02 4939 8931. Otherwise please email your EOI through to Renea at [renea.kerr@dpi.nsw.gov.au](mailto:renea.kerr@dpi.nsw.gov.au)