

BOOKKEEPER (PART-TIME)

DMS Destination Marketing Services - the pioneer in delivering professional services to Australian and New Zealand incentive and conference event planners and leisure specialists, through our global network of tourism product.

Be a part of a boutique and progressive establishment that continues its growth while in its 27th year of operation.

Are you a confident bookkeeper who has a detailed understanding of business accounting and reconciliation of books?

We are seeking a part-time, detail-oriented and highly organised accounting professional, with previous experience in a similar role.

Key Responsibilities:

- Full accounts payable and receivable functions
- Monthly payroll and quarterly superannuation processing
- Bank reconciliations and P&L preparation
- Preparation of reports and cash flow and forecast for month end
- PAYG, BAS lodgment/reporting
- Liaise with company accounting firm and prepare necessary reports as required
- Year-end financial reporting
- Maintain a clean set of accounts

Skills:

- Account degree
- Good knowledge of accounting software
- Basic understanding of accounting principles
- A confident and helpful attitude
- Superior communication – written & verbal
- Exceptional level of attention to detail
- Competent computer skills including MS office
- Excellent time management

A minimum of two years experience in a bookkeeping role will be advantageous.

This position is available on a part-time basis of 1-1.5 days per week. If you are interested in working for a successful company, within a nurturing atmosphere, please send your resume and covering letter to Sneha Gonsalvez by Friday 29 June 2018 – sneha@destinationmarketing.com.au