

ACCOUNTS OFFICER

- Fun and friendly team culture with great benefits.
- Be part of the exciting property industry in a national successful business.
- Canberra city location.

Join one of the largest independent property advisory organisations in Australia that has over 65 offices around Australia and approximately 850 employees.

Due to recent growth, our Regional NSW division is searching for an experienced accounts person to join our busy team. This varied role assists in the delivery of finance accounts, budgets and reports, ensuring internal and external reporting requirements and accounting policies are met.

Key tasks of the role include:

- Reconciliation of debtor and creditor accounts.
- Collection and reporting activities.
- Bank and credit card reconciliations.
- Processing transactions.
- Assist with budget preparation and reporting.
- Perform monthly payroll of approx. 200 employees.
- Process invoices, payments and reimbursements.
- Assist with end of month reconciliations.
- First point of contact for internal and external enquiries.
- Banking.

To be successful in this role, you will need the following:

- Demonstrated experience using MYOB or Xero and Excel.
- Experience in payroll using a payroll system.
- Ability to work under pressure and with tight time constraints.
- Demonstrated accounts payable and receivable experience.
- Ability to communicate effectively with internal and external stakeholders.
- Ability to work in a team as well as autonomously.
- A high level of attention to detail, accuracy and self-motivation.
- Certificate 3 in Bookkeeping would be an advantage.

If you have previous experience in a similar role, typically gained from at least 2 years' experience, are well organised and enjoy a broad accounts role, this position will suit you. To apply, please email a covering letter and resume to vikki.agostino@htw.com.au. Confidentiality is assured and only shortlisted applicants will be contacted. It is a condition of employment that successful candidates undergo a company paid Federal Police Clearance.