

## ACCOUNTS OFFICER - CANBERRA

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

Due to recent growth, our NSW & ACT division is seeking an accounts person to join our busy team in Canberra for an immediate start. This varied role is a support role to the team and will assist in the delivery of finance accounts, budgets and reports, payroll and general administration support.

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.
- Accounts payable and receivables.
- Process invoices, payments and reimbursements.
- Payroll processing.
- Assist with end of month reconciliations.
- Preparing financial spreadsheets.
- First point of contact for internal and external enquiries.
- Banking, filing and general support.

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

- Bookkeeping experience including Certificate 3.
- Experience in using Xero.
- Payroll experience.
- Ability to work under pressure and with tight time constraints.
- Experience using Google Sheets and Excel.
- 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.
- Willingness to support the team in a range of activities.

If you are well organised, enjoy a broad accounts role, have a friendly, approachable style with great communication and have previous experience in a similar role, typically gained from at least 2 years' experience, this position will suit you.

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](mailto: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.

