

Bookkeeper

Australia-wide

Ongoing Full Time (expected start date - 1 June 2023)

Description

Convo Australia's mission is to connect humans through innovative and technical communication solutions shaped by cultural experiences. We are a Deaf-owned, Deaf-operated, and we are seeking a like-minded and passionate individual to join our team as a Bookkeeper to support a new and growing company that aims to deliver the best video interpreting services in Australia!

Convo Australia is an equal opportunity employer and we welcome **everyone** to our team. If you need accommodations during the application or interview process, please let us know.

In your application, please feel free to note which pronouns you use.

At Convo Australia, we redefine what it means to give back. We are all about elevating our community to new heights, and this is not possible without people who share the same passion for our culture and identity. If you feel we're the place for you, then join us and help us make a difference!

Position Summary:

The Bookkeeper will support the Accountant and finance team with tracking and evaluating day-to-day financial transactions and activities. The position will also be responsible for updating our financial status by developing and implementing systems for collecting, analysing, verifying, and reporting information to meet financial accounting objectives of the company. Where required, the Bookkeeper will assist with providing information, primarily financial in nature, about all company activities with revenue and expenditure variance analysis that will support financial statements, working closely with the finance team. This position reports to the CEO of Convo Australia.

The successful applicant will also work closely with the Customer Service team to assist with customer enquiries especially related to their invoices and payment of services. The role will be based anywhere in Australia and requires reliable internet connectivity.

Key responsibilities:

- Handles the activities of accounts receivable and payments management including billings, ageing reports, receipt of cash applications, payments of invoices and disbursements.
- Assists the Accountant with their responsibilities, including but not limited to:
 - Managing and processing payroll, superannuation and payroll tax compliances.
 - Updating the general ledger entries in the company's accounting system.

- Work with the staff to ensure compliance with awards and company policies.
 - Register with vendors/ suppliers registry on company's behalf.
 - Prepare, monitor and report monthly, quarterly and annual financial activities.
- Manage and respond to external stakeholders inquiries and/or information.
- Communicate with co-workers, management, clients/customers and others in a courteous and professional manner.
- Develop, conform with and abide by all regulations, policies, work procedures and instructions.
- Respond to the CEO, and undertake tasks as directed to facilitate financial operations for Convo Australia.
- Other tasks as required/ agreed.

Essential Skills & Knowledge:

- Proven working experience as Bookkeeper for at least 3 years
- Advanced computer skills on Google Workspace and/or MS Office, accounting software and databases (proficiency in ADP, Employment Hero and/or NetSuite preferred).
- Ability to manipulate large amounts of data
- Proven knowledge of bookkeeping and accounting principles, practices, and standards.
- High attention to detail and accuracy.
- Certificate IV within Accounting, Finance or Payroll

Advantageous additional Skills and Knowledge:

- Proven working experience as Bookkeeper for at least 5 years
- Experience with NDIS and/or EAF invoicing and payment processes
- Experience with supporting NDIS Agency managed customer accounts
- Bachelor's degree within Accounting or Finance

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary Range

Between \$70k - \$75k depending on experience (plus superannuation and work at home allowance)

Please provide your cover letter and CV via www.convoaustralia.com/careers 'Join our Team'.