



Bookkeeper position

ACCOUNTED FOR YOU

is growing! We are a bespoke bookkeeping practice and currently looking for an experienced Bookkeeper to join our team! We support a wide range of clients including retail, services & ecommerce – all remotely. If you are a number nerd, love helping clients & have a positive can do attitude we need you on our team.

This is a casual role, onsite in my home office in Upper Coomera. If you're great with all our software I'd be happy to consider non local applications. It will be 5-10 hours/week initially (more in the busy periods) increasing as the role develops. So would suit someone looking to return to work or needing to work within school hours.

TASKS YOU WILL BE DOING

- Bookkeeping - we are a 100% Xero practice
- BAS Preparation
- Bank reconciliations
- Payroll + Super
- End of month reporting

YOU HAVE

- a Bookkeeping or Accounting qualification and know
 - a) how to reconcile a balance sheet
 - b) where transactions go (BS or P&L) & why
- bookkeeping experience – not accounts
- been using Xero for at least 2 years and love it
- awesome time management skills
- fabulous work ethic
- the organisation skills to work well unsupervised
- team player qualities

IDEALLY YOU

- are a BAS Agent
- are great with HubDoc
- excel at Excel
- can use XPM
- love Karbon work management
- enjoy learning new things and growing

These are not required but will definitely help!

For all this you will work in a fun close knit team, flexible hours, the flexibility to work from home, with hourly rate based on experience. This is an employee role only. Contractors or those with their own business will not be considered for the role.

We're looking for an immediate start, so if you like the sounds of this please email me with your resume and why you would be great for this job. Can't wait to hear from you.

Lisa Turner

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