

## Finance and Accounting Vacancies (August 2021)

### Junior Accountant

#### JOB OVERVIEW

The accountant is responsible for assisting with the Bookkeeping, client payments and BAS compliance tasks.

#### DUTIES AND RESPONSIBILITIES

The Junior Accountant is responsible for;

- (1) **BAS Compliance**: reviewing GST coding, P&L and BS review to ensure correct entries, report preparation;
- (2) **Bookkeeping and Accounts payable**: bank reconciliation, credit card reconciliation, cash float reconciliation, debtor entries, review Receipt Bank AP invoices in Xero, aged payable review, account summary report preparation
- (3) **Client Payment preparation**: create the batch payment, collate and review supporting documents

#### INTERNAL SYSTEMS & SOFTWARE:

- Xero
- QBO
- Office 365 (including Microsoft Teams)
- HubOne/SharePoint
- ReceiptBank (OCR)
- CCH iFirm - (Practice Management)
- Igloo (for White Sky's internal resources)
- Nitro Pro

### Senior Tax Accountant / Tax Accountant

#### JOB OVERVIEW

The Tax Accountant is in charge primarily for completing the working papers and assisting the onshore team of client's tax compliance reports. Moreover, he/she is responsible for handling fundamental and core aspects of clients' tax compliance and may assist with advanced tasks provided by the Accounting Manager or Service Delivery Manager.

#### DUTIES AND RESPONSIBILITIES

The Tax Accountant is responsible for;

- (1) **Financial Statement Preparation Tasks** i.e., Review general ledger balances, reports, and transactions to verify their accuracy for the correct tax application, prepare and complete working papers according to client and regulatory standards for clients in variety of businesses.
- (2) **Income Tax Return Preparation Task** i.e., drafting of Tax Return in client specified software, prepare Tax Reconciliation and Tax Provision
- (3) **Process & Work-Flow Compliance** i.e., Ensure the proper completion of the tax compliance checklist provided by the onshore team
- (4) **Pro-active raising queries**, Pro-actively raise queries and suggestions regarding client's records to promptly prepare the working papers
- (5) **ATO Compliance**, Preparation and lodgement of Monthly, quarterly or annual Activity Statement (IAS or BAS) of the client
- (6) **Ad Hoc Tasks**, any task deemed necessary by the Team Manager or Service Delivery Manager involving client Management

#### QUALIFICATIONS:

##### **Education**

- Should be graduate of Finance and or Accounting
- CPA is preferred

## Product Knowledge

- Complete knowledge of client accounts and businesses
- At least 1-2 years of experience in accounting or taxation
- Knowledge with Australian Taxation and Compliance is preferred
- General Accounting experience is preferred
- Must have experience in Individual, Partnership, Trust and Company Compliance
- SMSF compliance knowledge is preferred, but optional

## System and Application Knowledge

- Knowledge with Microsoft Office applications such as Outlook, Word, Excel, and PowerPoint
- Familiar with accounting tools such as Xero, MYOB and Quickbooks
- Ability to learn new systems and tools as needed

## Quality

- Works within the Hammerjack and Client quality guidelines
- Ensures quality of work being delivered without being supervised

## Communications Skills

- Good oral and written communication skills

## Efficiency

- Works within allotted budget hours for jobs assigned
- Ensures all deliverables are fulfilled on a timely manner

## Bookkeeper

### JOB OVERVIEW

The Bookkeeper will be responsible for the end-to-end bookkeeping for a suite of Pharmacy clients.

### DUTIES AND RESPONSIBILITIES

Key responsibilities for this role include the following. Other duties may be assigned;

- (1) **Day to day bookkeeping**
- (2) **Accounts Payable** - paying bills on behalf of clients
- (3) **Payroll**
- (4) **BAS**
- (5) **Monthly Reporting**

### QUALIFICATIONS:

- **Minimum 3 years' experience** in a bookkeeping role
- Proficient in **Xero and Receipt Bank**
- Experience with Karbon, Tanda and Futrli is desired, however, not essential
- Possess strong attention to detail and time management skills
- Have experience in **managing end to end accounts payable function** - and demonstrate knowledge and systems on best practice for paying bills
- An understanding of **Australian tax law**
- Display an understanding of requirement for accounting for different entity types