



Accounts Officers

Page Personnel • South Eastern Suburbs Melbourne VIC



Base pay

\$60,000 - \$70,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

10 May 2022



Category

Accounting



Occupation

Other



Base pay

\$60,000 - \$70,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

Perks

Career development

Training

Skills

JOURNAL

RECONCILIATION

WRITTEN AND VERBAL

Full job description

- Immediate Start
- working from home flexibility

About Our Client

Our client is one of the Australia's most recognisable market leaders within their chosen industry and has a solid standpoint in the global market. They offer training and career development and host an enjoyable and collaborative working environment.

Job Description

Reporting directly to the Finance Manager, your responsibilities will include, but are not limited to;

- Accounts Payable from processing invoices to statement reconciliations
- Accounts Receivable including banking and remittance allocations

- Following up on late payment of invoices
- Month end and reporting including journal entries, balance sheet reconciliations and assisting with budget preparation
- Ad hoc duties including tasks required by the Finance Manager

The Successful Applicant

The successful candidate will have proven experience in a similar Accounts Officer role, along with the following attributes:

- Ability to work proficiently in a high-volume environment
- Positive and vibrant personality
- Excellent communication skills both written and verbal

What's on Offer

- Fantastic workplace culture
- Immediate start