



## Finance Assistant

Hays • Western Sydney NSW



Base pay

\$60,000 - \$65,000



Work type

Permanent



Contract type

Not provided

### Job details



Date posted

**09 Mar 2022**



Expiring date

**09 Mar 2023**



Category

**Accounting**



Occupation

**Assistant Accountant**



Base pay

**\$60,000 - \$65,000**



Work type

**Permanent**



Job mode

**Standard/Business Hours**

### Full job description

A new and exciting permanent part-time opportunity is now available in a reputable organisation in Western Sydney.

#### Your new role

- Liaising with Management, staff, external agencies within a fast-paced environment
- Calculating accruals, ensuring the balances are correct
- Perform month-end reconciliations
- Processing invoices and correctly allocating payments to the relevant cost centre
- Processing credit card transaction
- Processing and issuing monthly resident billing statements including generating ABA files, Direct Debits in a timely manner
- Perform funding reconciliation on payment statement
- Maintain petty cash and undertake banking with monthly reconciliations
- Prepare aged AR and AP report and month-end reconciliation
- Investigate and resolve customer/supplier queries via phone, email, mail or in-person
- Maintain filing and record keeping
- Provide back-up support to the Payroll and Human Resource Coordinator

#### What you'll need to succeed

Similar Accounts-all rounder experience is highly needed.

#### What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2621019**