

Employment Opportunity – Full Time Accounts Assistant

Job Brief

Mildura Airport is seeking a well-organised, motivated full-time professional to assist with accounts receivable and accounts payable. This position requires someone who can think on their feet who has the ability to work well in a small cohesive team, reporting to the Finance Manager.

Key Role & Tasks

Raising and issuing invoices
Liaising with clients to ensure timely processing and payment of invoices
Following up over-due invoices
Debt collection process
Assisting with payroll checking and ensuring accurate processing
General administration functions as required
Bank and credit card reconciliations
Allocate expenses and prepare reports for management when requested
Petty cash and floats log book/reconciliation
Processing employee reconciliation expenditure
Processing and controlling manual cheques
Purchase order creation and matching
Payroll data entry
Continuing to improve the payment process

Essential Criteria

- Effective communication skills/problem solving, and solution driven
- Ability to adapt and work well with others
- Ability to use Microsoft productivity software such as Excel and Word
- Knowledge of QuickBooks, or similar, accounting programs
- Computer skills and knowledge of relevant software
- Friendly, presentable presentation, style and manner
- Proficient with accounts payable and receivable
- 2 years plus experience in accounts payable (accounting skills)
- Ability to meet all deadlines

This is an excellent opportunity for someone who wants to further develop their finance skills in an innovative environment. You will be provided on-going training and support in this role to further build your skills and knowledge. Please upload your CV and cover letter if this sounds like you.

Application closes: Monday 8th April 2019

Please note: Due to the anticipated elevated levels of applicants, only selected candidates will be contacted for an interview.