

JOB DESCRIPTION

Title: Bookkeeper/Administrator

1 Primary Function	
Corporate accounts and office support.	
2 Reporting	
To the CEO and Development Manager.	
3 Supervises	
Not responsible for the supervision of others at this stage.	
4 Work Performed	
	Frequency
Subscriber Accounts: <ul style="list-style-type: none"> • Annual and quarterly invoices • Follow-up calls to subscribers regarding annual subscriptions or quarterly payments. • Credit card reconciliation. • Maintenance of subscriber database and contact details in MYOB • Subscriber database and MYOB development 	
General accounts: <ul style="list-style-type: none"> • Accounts payable and receivable • Bank and balance sheet reconciliations • Monthly reports • Payroll • Superannuation • BAS returns • Liaise with Auditor 	Ongoing
Corporate office support: <ul style="list-style-type: none"> • Administration support for CEO • Corporate administration support • Property administration support • Backup for administration and reception 	Ongoing
Other tasks assigned by the Supervisor as agreed	As required/agreed
5 Measures/Outcomes	
Relate to team commitment and customer focus and are based on: <ul style="list-style-type: none"> • Accuracy and efficiency. • Meeting deadlines. • Quality of project outcomes. 	

Updated 2 May 2018 by JH, RSC