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JTA Health, Safety & Noise Specialists Pty Ltd

### **Experienced MYOB Bookkeeper**

JTA Health Safety Noise are a well-established, quality accredited consulting firm providing OHS&E consulting services nationally to businesses and government. We take pride in fostering a high calibre internal culture and have a strong track record for hiring talented professionals into our team. There currently exists an excellent opportunity for an experienced MYOB bookkeeper to join our growing team located in Elwood. You will be reporting to the Operations Manager and have the back up of a part time assistant. Experience and knowledge of the OHS&E market will be highly regarded but not essential. You will be required to work 3 days per week with an immediate start date.

### **To be considered for this position you will have:**

- MYOB experience and knowledge of Microsoft products (Excel is essential)
- Be knowledgeable & proficient in aspects of accounting processes
- Be committed, self-motivated and resourceful
- Have great interpersonal skills and the ability to work with all employee personality types.
- Be well presented and able to liaise at all levels of clients

### **Responsibilities & duties of this role include:**

- EOM & EOFY reconciliations
- Accounts Payable & Receivable
- An understanding of Employment Awards & Work Cover requirements
- Payroll management, tax, superannuation, payment summaries & reconciliations
- Quarterly BAS & Payroll Tax Submissions
- FBT record keeping
- Invoicing & Debt collection
- Weekly/Quarterly Financial Reporting & Analysis within Excel; incl Cashflow, Profit & Loss, Budgeting & Break Even Analysis
- General administration/record keeping, petty cash float, banking

### **What's on offer?**

- Long term and secure role within a dynamic environment
- Competitive remuneration
- Employee or Contractor - you choose!
- Extensive and comprehensive OHS&E product training
- Advanced training in bookkeeping as required
- Ongoing professional development and support
- Career progression available for the right candidate
- A great opportunity to work in a super team environment with staff who are proud and passionate about the business.

Applicants must speak fluent English (essential).

Successful applicants must be willing to apply for a current police check.

Due to the high number of applications we receive, only short-listed candidates will be contacted. Click 'apply now' to send us your CV or email to the General Manager, [chiragp@jtahealthsafetynoise.com.au](mailto:chiragp@jtahealthsafetynoise.com.au)



Creating safe, healthy + productive workplaces