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JTA Health, Safety & Noise Specialists Pty Ltd

ABN: 78 007 071 383

MYOB Bookkeeper

There currently exists an excellent opportunity for an experienced MYOB bookkeeper to join our growing team located in Elwood.

The position is 2-3 days per week and can be on a contractual or permanent part time basis. An understanding of our wider industry (OHS, Noise, Asbestos and Occupational Hygiene services) is preferred, but not essential.

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 organisations.

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 CEO and General Manager.

Experience and knowledge of the OHS&E market will be highly regarded but not essential. You will be required to work 2-3 days per week with an immediate start date to allow for a comprehensive handover.

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

Creating safe, healthy + productive workplaces



- 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) and have necessary work permits already in place.

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.
To apply email your resume' to chiragp@jta.com.au