



**BOOKKEEPER
NOT FOR PROFIT COMMUNITY CENTRE**

ON SITE POSITION – 7hrs per week - day negotiable

Pay rate based on qualifications and experience

(Contractors need not apply).

We want to hear from, and talk to, Bookkeepers who are suitably qualified and experienced and can work on site in a busy community centre. You will have experience in the not for profit sector and ideally you will also be a registered BAS Agent or working towards achieving registration.

About the Opportunity

You'll be a key member of an inclusive, collaborative and supportive work culture that strives to deliver high quality professional work to make a positive contribution to our community.

Position Goal

Provide on site Bookkeeping and manage all financial processes and ensure all financial obligations are met in a timely manner

Bookkeeper Role:

- Undertake all aspects of financial administration and bookkeeping, in accordance with established policies and processes
- Identify and advice on the need to establish new, or streamline current practices

In additionn to the above, some of the duties and responsibilities of the role include:

- Fortnightly staff payroll and implementing industry Award
- Accounts receivable and accounts payable
- Invoicing
- Bank reconciliation
- Insurances
- Preparing the Annual Budget and on going monitoring

- Preparing Funding Acquittals
- Preparing monthly financial reports for the Management Committee
- Maintaining electronic records and storage of paper records, in line with privacy and financial policies
- Maintaining the Assets Register
- Working closely with senior management
- Working in accordance with the centre's Policies and Code of Conduct.

Essential Criteria

To be successful you will have:

- Relevant bookkeeping experience and accounting/financial qualifications
- Substantial experience using MYOB online Account System
- Demonstrated experience in budget preparation and forecasting
- Demonstrated experience in the preparation and lodgement of BAS and GST statements
- Demonstrated payroll experience, including preparation and remittance of wages
- Strong numeracy, computer and Microsoft Excel skills
- Highly organised with excellent attention to detail
- Ability to work autonomously to complete all bookkeeping requirements
- Knowledge and experience working for not for profit community organisations
- Strong communication and interpersonal skills and ability to work as apart of the staff team
- Experience working with auditors on EOFY Audit
- Ability to comply with ATO, ACNC and Fair Trading requirements in a timely manner

Desirable Criteria

- Working knowledge of the community services sector industry Award (SCHADS)
- Knowledge of funding requirements, including acquittals

Who Are We?

Greenacre Area Community Centre (GACC) is a not-for-profit community organization, offering a range of services and programs to the local communities of Greenacre, Chullora, Mt Lewis, and the wider Canterbury Bankstown Local Government Area.

GACC has been in operation since 1997 and provides community capacity building programs for the whole community, with a particular focus on children, young people, families and the socially isolated or disadvantaged.

We provide a range of services and activities that address local issues and strengthen our community. We are a central access point for information, support and community engagement. We offer a safe, welcoming space for all, with a focus on expanding opportunities for people who are vulnerable or at risk or disadvantaged.

Our Services Include:

- Information and referral to all members of the local community

- Programs and activities that meet the needs of the local community
- TAX HELP Program
- Food Share Program
- School Holiday Activities Program for children
- Counselling and Casework services for individuals and families
- Supported Playgroup
- Classes, courses, parenting programs, recreational activities, social/support groups
- Community development to empower and strengthen the local community
- Hall hire facilities
- Volunteering opportunities
- Registered WDO provider

What do we offer?

- We offer ongoing professional development opportunities and on going supervision for professional improvement
- Christmas leave bonus
- We have family friendly policies and demonstrate flexibility with work- hours
- On- site parking

How to apply?

To apply please email your application to eo@gacc.org.au with the following attachments:

1. **A Current Resume'** including two recent work referees; one of which is a direct supervisor/manager
2. **Introductory Letter** outlining your interest in and suitability for the position
3. **A Statement of Selection Criteria** responding to each point of the Essential and Desirable Criteria.

Please note: Failure to submit a Statement of Selection Criteria addressing each point, may render your application invalid and no further communication will be entered into.

Enquiries

For further information please contact the Executive Officer on 0406 063 949 or send an email to eo@gacc.org.au

Applications Close 9am, Monday 30 October 2023.

Please note application is subject to a Working With Children Check, Visa Check and Police Check

