

Job Description for Accountant – 22 February 2021

Summary:

Supporting primarily The College of Law Financial Accountant and management team by completing various accounting tasks. This will encompass the monthly P&L and financial reports, tax reporting, daily transaction management and other accounting duties.

Accountant Job Duties:

1. Prepare monthly P&L and financial reports
2. Prepare monthly balance sheet reconciliations, accrual prepayment journals, and investigate e variances in general ledger accounts
3. Manage monthly revenue recognition process and accounts receivable ledger including provision for doubtful debts
4. Prepare monthly cash flow forecasts and manage term deposits
5. Manage fortnightly creditors payment run as required
6. Organise payroll upload entries, payment and reconcile leave liability reports
7. Verifying bank deposits and perform bank reconciliations
8. Maintain Fixed Asset Register for both accounting and tax purposes
9. Manage the administration of the corporate credit card process
10. Manage the Intra-state travel process, including Uber business and Cab charge
11. Assist in regulatory reporting – FEE-Help and other Government reporting
12. Manage various tax reporting requirements – GST, FBT and co-ordinate the annual income tax working papers
13. Assist in the preparation of the annual financial statements and manage audit queries
14. Prepare Client Assist Schedules (CAS) for year-end audit
15. Perform ad hoc analysis or accounting tasks
16. Assist in the identification and implementation of process improvements, including the development of effective reports and knowledge management and ensuring financial controls and processes are followed.
17. Backup for the Financial Accountant

Qualifications:

18. CPA or CA qualified

Experience:

19. 3 to 5 years work experience in a similar capacity

Skills:

20. Competent IT skills and excellent Excel skills
21. Good analytical skills
22. Proficiency with systems, general ledger preferably Microsoft Dynamics GP and Salesforce
23. Detail Oriented, organised and time management skills
24. Good written and oral communication skills.