



## JOB DESCRIPTION

As at July 2021

<b>POSITION TITLE:</b>	<b>SENIOR BOOKKEEPER – PARISHES</b>
<b>TYPE:</b>	Full Time (Fixed Term Contract – 12 months)
<b>REPORTS TO:</b>	Senior Accountants
<b>JOB SUMMARY:</b>	As part of the accounting team, the Senior Bookkeeper - Parishes reports to Senior Accountants in the administration of parish accounts including preparing and reconciling accounts, processing payroll and preparing financial statements and reports. The Senior Bookkeeper - Parishes may be required to work off-site and therefore a valid driving licence required.
<b>SKILLS/ABILITIES:</b>	Accuracy and attention to detail Advanced knowledge in MYOB, other accounting software would be an advantage Introductory level Microsoft Word & Excel skills Strong interpersonal skills Ability to work efficiently under pressure Highly organised and ability to prioritise Ability to work in a team environment with minimal supervision Update with payroll regulations Valid driving licence Receptiveness to changes in job roles
<b>JOB RESPONSIBILITIES:</b>	<p><b>PROCESS TRANSACTIONS:</b> If required by parishes, process Accounts Payable transactions for various suppliers including reconciliation of supplier statements, payment run, and upload bank files.</p> <p><b>RECONCILE ACCOUNTS &amp; PREPARE FINANCIAL REPORTS:</b> Reconcile monthly accounts and prepare monthly financial reports including BAS returns for parishes.</p> <p><b>PARISH PAYROLL ADMINISTRATION:</b> Prepare and process payroll including Single Touch Payroll (STP), payment of superannuation contributions, reconciliation of payroll and maintaining personnel files.</p> <p><b>ACNC ADMINISTRATION:</b> Administration of Australian Charities and Not-for-Profit Commission requirements including preparing and lodging Annual Information Statements (AIS) for parishes and liaising with ACNC as required.</p> <p><b>PARISH SUPPORT:</b> Assist parishes with their accounting queries; i.e. setting up new MYOB file, general bookkeeping and payroll queries.</p> <p><b>OTHERS:</b> Managing Priest Income Equity Fund returns and parish assessment.</p> <p><b>RELIEVING STAFF:</b> Duties as required by Senior Accountants and CFO.</p>