

## **Position Available: Bookkeeper**

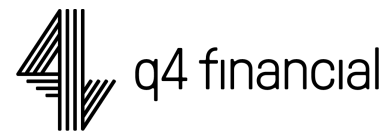
**Here at q4 financial our mission is to deliver a high-quality bookkeeping experience to our clients that will truly assist in their business decision making.**

### **About you**

- Desire to work with a CBD team that is growing
- High attention to detail
- Experience with both bookkeeping and payroll
- Proficiency with Microsoft Office Suite
- Team player who works well in a collaborative environment
- Capacity to think critically
- You have great written and verbal communication skills
- Process oriented – excited about streamlining systems to gain efficiencies
- You're comfortable dealing 1:1 with our clients with your excellent customer service skills
- High level of integrity
- Sense of pride in your work

### **About us**

- Strong purpose and mission to support our team and our clients
- Attractive and modern offices and equipment
- Collaborative team culture
- Regular social events
- Training and Development Program
- Community and charity support through our Giving Program
- Staff bonuses



## About the Role

As we are in growth mode, we are always looking for people with the right skills who will fit within our company culture.

The following is essential for our bookkeepers:

- Experience in processing payroll, PAYGW and Superannuation and an understanding of Single Touch Payroll
- Intermediate to advanced understanding of Xero
- Experience in interpreting Awards
- Experience preparing Business Activity Statements & Instalment Activity Statements
- Accounts Payable/Accounts Receivable Experience
- Understanding and creating Journal Entries
- Ability to assist clients with bookkeeping related queries
- Aware of ATO obligations and the timing of such
- Proven bookkeeping experience handling multiple clients
- Intermediate to advanced Xero knowledge
- Intermediate knowledge of MS Excel
- Must be computer savvy and have strong email management skills
- Ability to work independently, with strong self-organisational and time management skills, but also able to delegate and interact with your peers.

This position will be highly rewarding for if you are looking to be part of a fun, caring and highly motivated team. If this sounds like you, please forward your resume and cover letter outlining your availability, salary expectations and reasons for applying to Alethea

Rose at [alethea@q4financial.com.au](mailto:alethea@q4financial.com.au).

We look forward to a confidential discussion with you!

**q4 financial**

***'Smart choices today, financial freedom tomorrow!'***