



---

## **Bookkeeper**

An exciting opportunity for a passionate and committed part – time Bookkeeper has opened up in our Sunshine Coast Office.

We are not your traditional accounting firm and hand select each of our team members to ensure that they are the perfect fit with the values and culture of our forward-thinking firm. If you are passionate about being a part of a team that thrives on helping businesses grow, have a consistent positive attitude, and seek to build on your bookkeeping career in a fast-paced and dynamic firm that values the importance of team and personal growth – look no further.

### **Key Responsibilities:**

- Reviewing and processing invoices from Dext and Hubdoc;
- Processing bank reconciliations and running account summary reports;
- Preparing monthly Instalment Activity Statements with the ATO.
- Preparing quarterly Business Activity Statements with the ATO.
- Assisting with the preparation of year end client workpapers.
- Assisting with the preparation of financial reports to go out to key clients.
- Assisting clients with general bookkeeping questions and tasks.

### **The Successful Candidate:**

- 1-3 year's experience in a similar role
- A positive and innovative attitude
- Excellent written and verbal communication skills
- Excellent teamwork and ability to work autonomously
- Passionate to learn and take on new tasks
- Ability to work under pressure and manage deadlines efficiently and effectively
- Passionate to learn and take on new tasks

Applicants wishing to apply can send through their resume and cover letter to Yield Advisory at [careers@yieldadvisory.com.au](mailto:careers@yieldadvisory.com.au)