



ADMINISTRATIVE ASSISTANT/ BOOKKEEPER

Parmesan Accountants & Advisors is an established and modern Accounting Firm that services a diverse portfolio of clients both locally and nationally. The Firm is based in both Myrtleford and Bright and has a strong belief in providing quality service along with caring for our clients.

Job Description:

We require a Full-Time Administration Assistant/Bookkeeper in our Myrtleford Office. The role will be diverse and cover a broad range of interesting and challenging work that relates to Taxation, GST and Administration Services. You will assist and drive a dedicated Accounting Team with all their administration requirements including managing the Firm's client data-base and ATO portal.

Key Selection Criteria:

- Proficient computer skills across multiple platforms including Xero/MYOB & Microsoft Office 365
- Highly developed written and verbal communication skills, including the ability to positively liaise with clients
- Sound knowledge and experience in Bookkeeping
- Demonstrated ability to work independently to organise and prioritise demands, handle multiple complex tasks simultaneously, set and meet deadlines
- Reliability, self-motivation, highly organised and a team player
- Previous Accounting Firm experience would be an advantage

Remuneration will be award based depending on qualifications and experience.

Please forward resumes to:

manager@parmesans.com.au

or by mail marked "Private & Confidential" to:

The Manager

Parmesan Accountants & Advisors

PO Box 445

Myrtleford Vic 3737

Applications close 15th November 2019.

All applications will be treated with the utmost confidentiality.