

Bookkeeper

Wood Recruitment • All Perth WA



Base pay

\$60,000 - \$70,000



Work type

Full Time



Contract type

Not provided

Job details



Date posted

20 Oct 2021



Expired On

19 Dec 2021



Category

Accounting



Occupation

Bookkeeper



Base pay

\$60,000 - \$70,000



Work type

Full Time



Job mode

Permanent



Industry

CONSTRUCTION



Sector

Full job description

Our Client:

Our client a well-established construction company that holds a solid track record and a strong project portfolio. Due to a resignation, we require an experienced Senior Bookkeeper to be based in their offices based in Floreat. The position is available immediately and you will report to directly to the company's Accountant.

The role:

The successful candidate will be responsible for assisting in overseeing general Bookkeeping duties including:

- Preparation of AIS, BAS and other returns
- Payroll for the internal and remote construction teams
- Accounts Payable / Receivable
- General Ledger transaction
- General accounting enquiries
- EOM / EOY transactions
- Some general administrative duties

You will have:

- Minimum 4 years' experience as a Bookkeeper
- Advanced skills and proficient in MYOB
- Excellent communication skills and High level of computer skills.
- Strong MS Office skills
- Excellent written communication skills

To Apply:

Please complete your application by clicking on the "APPLY" button below. Online applications are preferred however for a confidential enquiry please call on 08 9221 8122.