

Assistant Accountant

Hays Accounting Support • Adelaide SA 5005



Base pay

\$65,000 - \$70,000



Work type

Full Time



Contract type

Permanent

Skills

PAYROLL

FINANCIAL MANAGEMENT

ACCOUNTS PAYABLE/RECEIVABLE

AUTOMATED PAYROLL

LEADERSHIP SKILLS

Full job description

Your new company

This SA owned and operated professional services company is growing rapidly and an opening now exists for an Assistant Accountant to join their team on a full-time permanent basis. Located on the very fringe of the CBD, this 'new generation' of tech-smart business advisors are changing the face of Accounting and Finance.

Your new role

You'll be responsible for delivering accounts processing and month end accounting services to a range of SME clients in various industries. This will be achieved by working to strict accounting practices and guidelines, effective management of workflow and deadlines, providing exceptional client services and working collaboratively in a team environment

- Accounts processing, Accounts Payable/Receivable function, bank/credit card recs etc.
- Weekly/fortnightly reporting
- Payroll processing of various sizes and across multiple industries using both XERO and Keypay payroll systems
- Payroll reporting
- Month End processing, payroll recs, journals, P&L and balance sheets, BAS etc.

Job details



Date posted

21 Oct 2021



Expiring date

21 Oct 2022



Category

Accounting



Occupation

Assistant Accountant



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\$65,000 - \$70,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard hours



Work Authorisation

AUSTRALIAN CITIZEN /
PERMANENT RESIDENT

- Assist Accountants with other ad hoc tasks as required

What you'll need to succeed

- At least 1 years' experience in an accounts' processing and/or assistant accountant role
- Working knowledge of Xero accounting system and experience with a workflow/practice management system
- Experience with cloud-based, paper-less payroll system
- Exceptional organisational skills
- High level of attention to detail
- Exceptional Interpersonal and leadership skills
- Understanding Accounting Practices and Financial Management business.
- Flexibility and can change priorities quickly
- Ability to delegate work effectively
- Natural ability to lead, motivate, coach and develop staff
- Diploma/Degree in Accounting or studying towards

What you'll get in return

Attractive salary package CBD fringe location Progressive and growth focussed team Exposure across a wide variety of industries

What you need to do now If you are interested in this opportunity and if you have the appropriate experience, please apply to Sasha Di Santo via the link below or call on 7221 4136 for a confidential discussion. For a selection of other vacancies please visit www.hays.com.au

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