



## **Vacancy - Bookkeeper**

Wylie's Baths Trust is seeking the services of an experienced bookkeeper (approx 4 hours per week) to assist the Wylies Baths Treasurer in the financial operations of the Baths.

Duties include the following:

- Accounts payable weekly
- Processing Fortnightly payroll for Wylie's Baths employees
- Accounts receivable
- Banking reconciliation
- Quarterly BAS lodgements
- Balance sheet reconciliations
- Updating of asset register
- Preparation of financial reports for bi-monthly trust meetings
- Draft budget preparation annually
- Other financial administrative duties as required.

The successful candidate would need to be competent with MYOB software. To work from home you must have your own computer, high speed internet, printer and scanner.

Please send your application to [wylies.coogee@gmail.com](mailto:wylies.coogee@gmail.com)

If you have any questions please feel free to contact Janice Morris on 0417 477 810