

Job Title:	Bookkeeper
Job Type:	Part-time
Location:	Home office

Job Role:

This Part-Time role supports the General manager in providing bookkeeping services for FolkWorld, with a combination of transactional accounting & financial administrative duties.

Reporting Relationships

This position reports to: General Manager.

Remuneration

\$5,000 contracted fee (8 month contract)

Main Duties/Responsibilities:

- Process Payroll
- Accounts Payable
- Accounts Receivable
- Bank reconciliations
- BAS
- Superannuation

- Other
 - Actively contribute to the effective teamwork within FolkWorld Inc.
 - Operate in accordance with FolkWorld Inc. policies and relevant legislation including Occupational Health Safety and Equal Employment Opportunity.
 - Undertake other duties as directed by the Board.

SKILLS & EXPERIENCE

Qualifications	Experience as a Bookkeeper. Qualified Accountant preferred.
Experience	Three to five years' experience in a similar role (Essential)

Skills	<ul style="list-style-type: none"> ● Excellent organisational and financial skills. ● Ability to meet deadlines. ● Excellent interpersonal communication. ● Excellent written and verbal communication. ● Comprehensive knowledge of Xero software
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