



Book-keeper - Project Administrator

Reviewed 3-2020

Bushcare Services is an ecological restoration business that services bushland and parks through programs of environmental field work. Our organisation has well established and documented processes that are managed under our Quality Management system (ISO9001).

We have an opening for an **Administration** role in our Logan - Bethania office - to perform bookkeeping and contract administration functions and oversee financial reporting responsibilities.

This position will demonstrate a comprehensive understanding of management processes and professional practice with responsibilities for finance upkeep and information systems.

This admin role will oversee and fulfil many financial management practices and the administration of our systems. Work will be autonomous and collaborate with our management team. Preference is for candidates who have previously administered and supported trade service industries.

Candidate requirements

- Previous experience in a book-keeper, office admin role
- Strong proven finance skills and accuracy
- Payroll experience including managing staff entitlements and HR requirements
- Professional can-do attitude
- Excellent verbal and written communication skills
- Easily conversant and adaptable with IT systems including Sharepoint cloud and Microsoft suite of programs.
- Quickbooks is well regarded. Experience with project management software is an advantage.

Duties Include

FINANCIALS

- Book-keeping including accounts receivable and payable and reconciliations.
- Client invoicing.
- Payroll and administer employee entitlements
- Manage financial performance tools including cash flow projections.
- Monitor and report on business performance figures.

ADMINISTRATION SYSTEMS

- Perform scheduled administration and front reception duties.
- Set up new field jobs and projects and track progress to milestones.
- Oversee supporting client reporting responsibilities.
- Maintain and organise company records to be compliant with our Quality Management systems ISO9001.

Selection Criteria

The successful candidate will have a minimum of 5 years experience in a similar administrative position, ideally a services business.

Qualifications

- Bachelor of business, accounting or equivalent (desirable)
- Book-keeping qualifications