



ACCOUNTING ASSISTANT

This position offers challenge and diversity within the Accounts team and will provide key support to our Corporate Accounting Manager.

Responsibilities include:-

- monthly accounting process to Trial Balance;
- management of the fortnightly payroll process for all companies within the group;
- calculation and processing of employee termination payments;
- calculation, reporting and remittance of payroll on-costs, month-end accruals, journals, and leave calculations;
- maintenance of fixed asset register;
- preparation of group BAS;
- daily bank reconciliations;
- involvement with AP & AR to ensure accuracy of data-entry allocations and reconciliation processes, and co-ordination of regular payment runs.

Essential selection criteria include:-

- previous experience in a similar role with a medium to large company,
- intermediate Excel skills,
- high level accuracy and attention to detail,
- ability to achieve strict deadlines, and
- effective communication skills.

Please provide a covering letter addressing each of the selection criteria with your CV by e-mail to humanresources@airnorth.com.au

www.airnorth.com.au

