



## Accounting Clerk

37.5 hours/week

CASS Care Ltd is a multi-disciplined community services provider active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including child care, home ageing, residential aged care, settlement and health, vocational and disability services and many more community-based services.

We are currently seeking an enthusiastic and skilled accounting clerk with an eye for detail and high level of accuracy and efficiency to perform a variety of accounting, bookkeeping and financial task.

### Position Summary:

The Accounting Clerk, reporting to EO/Financial Operations, performs a variety of general accounting tasks including verifying, classifying, computing, recording and processing day to day financial transactions for accounts payable and receivable; preparing tax invoices and bank deposits; performing bank and financial account reconciliations; monitoring and analyzing accounting data, and assist with preparing financial reports.

### Main Duties and Responsibilities:

- Process business transactions, such as accounts payable and receivable, disbursements, expense vouchers and receipts, in compliance with company policies and procedures, and in accordance with accounting principles.
- Sort, code and match invoices; enter and load invoices into system; prepare and process electronic transfer and payments; monitor accounts to ensure payments are up to date.
- Verify the accuracy of invoices and other accounting documents or records.
- Ensure all journals and data entries are made accurately and in a timely manner.
- Prepare bank and ledger account reconciliations.
- Support supervisory staff by performing any assigned accounting and clerical tasks.
- Contribute to team effort and assist with month end closing.

### Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"><li>• Satisfactory completion of TAFE Certificate IV or above in Accounting and Bookkeeping, and a thorough understanding of accounting and financial principles;</li><li>• Experience and proven track record in a similar role;</li><li>• Competency in MS Office and ERP accounting system;</li><li>• Strong reconciliation skills with high degree of accuracy; attention to detail and the ability to multi-task;</li><li>• Good oral and written communication skills in English;</li><li>• Excellent interpersonal, time management and organizational skills; and willingness to support the team in busy times.</li></ul>	<ul style="list-style-type: none"><li>• Experience in using ERP system like Epicor;</li><li>• Ability to speak other languages, e.g. Mandarin/Cantonese.</li></ul>

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS's long day care, before and after school, and vacation care services.

### How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to Ms. Vickie Xu, Acting Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to [hr@cass.org.au](mailto:hr@cass.org.au). Early application is encouraged as applications will close at 5:00pm, 1 June 2020 or earlier when the position is filled.

For enquiries on the position, please call Mr. Ching Tan on (02) 9789 4587 ext.119.

Only shortlisted applicants for interview will be notified.