



Assistant Accounting Clerk 37.5 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and training, disability services, child care and many more community-based services.

Position Summary:

As part of the Financial Operations team, the position’s main functional role and focus is in accounts payable, with the responsibility for accurately verifying, coding, and processing of invoices into the financial system for payment in a timely manner; the incumbent will also be required to perform a variety of accounting and finance duties as required from time to time.

Main Duties and Responsibilities:

- Verifying the accuracy and completeness of invoices submitted by business units for processing;
- Collating, coding, and entering of invoices into the ERP system; preparation of weekly online payments runs;
- Processing of manual cheque payments;
- Monitoring accounts to ensure payments are up to date;
- Assist with accounts receivable function, including preparing invoicing and banking;
- Ensuring all journals and data entries are made accurately and in a timely manner;
- Preparing bank and AP ledger account reconciliations; timely preparation of month-end reports;
- Supporting supervisory staff by performing any assigned accounting and clerical tasks;
- Contributing to team effort and assisting with month end closing;
- Maintaining strong working relationships with both internal and external stakeholders.

Selection Criteria:

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

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount childcare 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 before **5:00pm, 4 June 2021** to Ms. Vickie Xu, Executive Support Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au.

For enquiries on the position, please call Mr. Ching Tan on (02) 9789 4587 ext.1119.

Only shortlisted applicants for interview will be notified.