



## POSITION DESCRIPTION

Position title:	Bookkeeper
Incumbent/s:	Position vacant
Position Status:	Full time role – open to job share
Direct Reports:	Accounting Team Leader
Prepared By:	Human Resource Manager
Approved By:	Compliance Manager
Date Reviewed:	+12 months

### DMG Purpose

To empower our clients and team members to achieve their aspirations.

### DMG Core Values

Integrity	To always act in the best interest of our clients and team members without compromise
United	Working together to achieve our Core Purpose
Progressive	Aspiring to improve ourselves, our services, our standards and capabilities
Community Focus	Supporting our communities through our actions and involvement

### Position Primary Purpose

Working alongside the Accountants to provide a range of bookkeeping services to new and existing clients; including transaction allocation, payroll functions, and software assistance as required to maintain clients' compliance requirements.

### The Environment

Professional office environment working closely with clients and the Accounting team, you will strive to provide a high level of service to clients. Travel to client premises will be required from time to time.

## Key Responsibility Areas

Key Result Area	Major Activities	Approx. % of time
Technical	<ul style="list-style-type: none"><li>• Preparation and lodgement of BAS</li><li>• Processing of clients' payroll requirements</li><li>• Accounting software conversions and set-up's including troubleshooting</li><li>• Processing accounts payable and receivable</li><li>• Reconciling accounts</li></ul>	80%
Customer Service	<ul style="list-style-type: none"><li>• Liaising with clients and responding to queries</li></ul>	17%
General	<ul style="list-style-type: none"><li>• Maintaining software certifications and relevant skills/knowledge</li><li>• Other tasks as required</li></ul>	3%

## Organisational Relationships

Reports to:	Accounting Team Leader
Supervises:	N/A
Internal liaisons:	All DMG team members
External liaisons:	Clients, Government Agencies, Retrac Business Solutions

## Key Systems and Equipment Usage

- Microsoft Office 365 & Suite programs
- Industry related software
- Internet browsing

## Selection Criteria

Criteria	Mandatory	Desirable
Experience	<ul style="list-style-type: none"> <li>• Worked in an office environment</li> <li>• Ability to work in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous bookkeeping experience</li> <li>• Previous use of Microsoft Office 365</li> <li>• Experience working with an aligned business</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Current Victorian Drivers Licence</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Current Xero Certification</li> <li>• Current relevant qualification</li> <li>• Current Police check</li> </ul>
Skills, abilities and knowledge	<ul style="list-style-type: none"> <li>• Computer skills incl. Microsoft suites</li> <li>• Attention to detail</li> <li>• Time management skills</li> <li>• Research capability</li> <li>• Focus on customer service</li> <li>• Verbal and written communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to deal with difficult people</li> <li>• Empathy</li> <li>• Great phone manner</li> </ul>
Personal qualities and behaviours	<ul style="list-style-type: none"> <li>• Ethical and honest</li> <li>• Willingness to support the DMG Purpose and Core Values</li> <li>• Organised</li> <li>• Team player</li> <li>• Credible</li> <li>• Follow up capability</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to listen</li> <li>• Quick thinker</li> <li>• Resilient and resourceful</li> <li>• Flexible approach</li> <li>• Confident</li> </ul>

## Physical Requirements of the Position

This is an office-based position that requires periods of sitting at a desk operating office equipment and computers.

## Other Relevant Information

Other related duties may be required from time to time.

Current driver's licence and access to a motor vehicle for work is required.

## Authority Limits

This position needs to obtain approval on all purchases.

### Position Description Acknowledgement

I have read, understood and agree to comply with the above position description

Fleur Stefani

Susan Treglown

Date:

Date: