

Wrightway Products Job Vacancy: BOOKKEEPER/HR

Certificate IV in Bookkeeping or equivalent experience

Position Description:

- Bookkeeper/HR: a diverse and busy role with a passionate, committed, and talented team
- Full time/ permanent part time/ casual position with flexibility so you can enjoy your optimal work life balance
- Manufacturing Industry
- Great team culture with support when you need it

Bookkeeper Responsibilities:

Proven ability:

- Experience and understanding of QuickBooks or equivalent software
- Bookkeeping duties including prepare and lodge BAS, balance sheet, profit and loss, and other statements as required
- Maintain general ledger: prepare trial balance, reconcile entries.
- Record asset, liability, revenue, and expenses
- Record, verify, consolidate, enter and follow up general ledger transactions
- Maintain and balance subsidiary accounts
- Proficiency/experience with Data Entry, Accounting, Corporate finance

HR Responsibilities:

- Complete payroll preparation including lodging single touch payroll, and verifying finished product.
- Maintaining personnel records up to date
- Arranging interviews for recruitment etc.
- Conducting inductions with new employees.
- Ensuring that all Health and Safety policies are up to date.
- Comply with legal requirements, and advise Directors on such matters
- Organising meetings, taking notes and managing HR databases.
- Attend meetings with Senior Management.

General Office Responsibilities:

- Supervising and monitoring the work of other admin staff.
- Dealing with correspondence, queries and complaints.
- Liaising with staff, suppliers and clients
- Implementing and maintaining procedures/office administrative systems
- Sourcing freight quotes
- Responsible dispatch preparation: booking items on freight, printing labels and delivery notes, and labelling items

Qualifications / Skills:

- Demonstrated proficiency in QuickBooks or similar computer accounting software
- Experience with software packages (or equivalent software) including Inflow (Inventory), LeGrand (CRM), MachShip (Logistics), InXpress (freight).
- Exceptional organisational skills
- IT Skills

Ability to:

- Analyse Information
- Apply problem-solving skills
- Research diverse information
- Report Research Results to different audiences

Personal Attributes:

- Deadline-oriented: Great time management and interpersonal skills
- Communication, negotiation and relationship building skills
- Initiative/Proactive/Adaptable
- Leadership and the ability to “make things happen”
- Respect for confidentiality
- Thoroughness: Attention to Detail
- Ability to deal with Complexity without being overwhelmed

Education and Experience

Essential

- Previous higher-end bookkeeping experience
- Experience using QuickBooks (or similar)
- Experience with financial reporting
- Experience and understanding of HR requirements

Desirable

- Qualifications or proven experience and ability in Business, HR, Accounting or Finance
- Experience in working within the Manufacturing or related Industries

How to apply:

If you feel this sounds like the job opportunity of the century for you then please respond to the following questionnaire and email us a copy of your Resume, your contact details, and contact details of at least 3 referees with whom you have worked.

Using the Subject heading: **(your name) Position Vacant: Bookkeeper**, email your response to: office@wrightway.com.au

QUESTIONNAIRE:

1. We are looking for someone who has more accounting understanding than simple data entry. Can you give us examples of qualifications as well as experience, which indicates why you think you have this knowledge and understanding?
2. Are you organised and structured by nature? Please share how you use this in the workplace.
3. Attention to detail is imperative, please give us an example of how you have used this skill in the past, and how it has benefited your client(s).
4. Are you able to communicate clearly and quickly adapt to changes and new requirements? Please give us an example of an instance where this has occurred.
5. Are you a quick learner and are you able to transfer knowledge? Please provide details of how you have utilised these skills in the past.
6. Are you team-oriented?
7. This can be a challenging role and you will need excellent problem solving skills and resourcefulness; Please provide examples and outcomes of your ability to implement these skills.
8. Ability to remain focused and composed in stressful situations; can you describe a situation in your past that was particularly stressful, how you handled the situation and what the outcome was.
9. Is there anything that you are aware of that is likely to inhibit you from working for Wrightway Products?