



**Re: Bookkeeper/Payroll Administrator (Part Time) Ad CJB 9092020**

Club Jervis Bay is a progressive Registered Club situated in the beautiful South Coast town of Huskisson; we are currently seeking a Bookkeeper/Payroll Administrator to join our Team. Working in a team, you will be exposed to a broad range of bookkeeping work required for a medium-sized hospitality (Club) business. We are looking for someone with the following experience:

1. Experience in the use of MYOB AccountRight software.
2. MYOB & TANDA Payroll experience.
3. Bank reconciliation, managing accounts receivable and payable ledgers.
4. Preparation of Monthly Payroll Taxation & Superannuation payments.
5. Assisting with Monthly Management Account Reconciliations

The position is a minimum of 25 hours per week. With flexible working hours and times for the right candidate.

We would love to hear from you if you feel you would be suitable for this role. Remuneration will be based on experience and qualifications. Please forward your resume to the CEO of Club Jervis Bay via email

[john.west@clubjervisbay.com.au](mailto:john.west@clubjervisbay.com.au).

Applications close on Monday 21<sup>st</sup> September 2020. All applications will be treated with the utmost confidentiality.

**The application form will include these questions:**

- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as a bookkeeper?
- How many years of payroll experience do you have?
- Do you have reconciliations experience?