

# TheEspiritu

hotel & car rentals

## Bookkeeper

**Job Description:** Bookkeeper

**Contracted Hours:** 44 hours per week

**Working Days:** Full-time 8:00am to 5:00pm Monday to Friday and Saturday morning 8:00am to 12:00pm, including Public Holidays. When the last day of the month falls on a weekend will next to work that full day for end of month Stock Take on whichever day that falls on including Sundays or Public Holidays.

**Reports to:** Operations Manager

**Salary Range:** VT100-150,000 depending on experience and performance

### Role Overview:

- 1. Bookkeeping** - Mon-Fri daily banking and reporting; Petty Cash; Xero invoicing; prepare reconciliation reports for Accounts Clerk; prepare weekly staff work hours report; accounts payable data entry; filing; other duties as required.
- 2. Stock Inventory** - Assist Inventory with data entry; end of month stock take; entering inventory invoices data for VAT; order and receipt of stock deliveries.

### Qualifications:

- Bookkeeping or Accounting qualifications
- 2+ years on the job experience in accounting or bookkeeping
- Ongoing relevant education - highly considered and will be supported
- High School Graduate required, technical college graduate desirable, Degree highly desirable

### Essential Skills:

- Experience with Excel/Google Sheets and Word – including formulas such as averages, percentages etc
- Experience with Outlook Email and Calendar
- Experience with EFTPOS, cash drawer, banking
- Experience with Xero, Preno, MYOB or Lightspeed POS highly desirable
- Computer literacy and proven experience learning new programs
- English fluency
- Accurate data entry
- Good math skills
- VAT, VNPF and Payroll experience
- Accounts payable / receivable experience
- Stock take experience highly desirable
- Administration skills desirable

### Personal Skills:

- Good memory and organization skills
- Able to work independently without needing reminders
- Ability to plan ahead and anticipate workloads
- Not afraid to ask questions, and update managers and explain problems or challenges
- Attention to detail – able to identify your mistakes
- Problem solving - look for reasons why cash or accounts don't reconcile, look for ways to improve communication or systems for efficiency
- Good communication with both colleagues and managers – keep everyone informed
- Willingness to accept training and feedback
- To be well groomed, punctual and reliable
- To be honest, truthful with integrity

**Staff Benefits:**

- 20% discount at The Tu.
- Morning tea provided.
- Long term employment and career opportunities.