

Book Keeper/Accounts Person

SP Screens Pty Ltd is one of the fastest growing Security Screen Companies in NSW. We currently service Sydney, Wollongong/Illawarra, Central Coast, Newcastle and more recently moved into Brisbane.



Due to rapid growth within the company, we have a newly created position for an experienced Bookkeeper / Accounts person to undertake full responsibilities of the bookkeeper role and order processing for all SP Screens Branches, reporting to the General Manager

Responsibilities include;

- Accounts payable, accounts receivables, banking.
- Standard month end duties but no BAS / ATO functions are required as they are processed externally.
- Bank and credit card reconciliations
- Payroll function to contractors
- Maintaining and improving accounts processes and procedures
- Flexible to take on miscellaneous administration tasks as they arise

Required Skills;

Minimum 3 years' experience with MYOB

- Excellent problem solving, organisational and communication skills
- Experience in a sole charge role for a small business is preferred
- Excellent attention to detail with the ability to take ownership of the role
- Self-motivator with the ability to improve internal business procedures and provide recommendations.
- Applicants who can demonstrate several years' experience in a similar role will be highly regarded.

This position is full-time but can have flexibility for school hours for the right applicant. Located in Kirrawee, Sutherland Shire. For more information on SP Screens visit spscreens.com.au

To apply or enquire please contact marketing@spscreens.com.au