



Position: Accounts Officer
Status: Part-Time (3 days per week) – 22.5 hours
Remuneration: \$38/hr, plus Super
Location: Ballina

OzFish Unlimited is an exciting NGO dedicated to helping the millions of Aussie recreational fishers take action for the health of their waterways and take action for the future of fishing. OzFish Unlimited partners with fishers and the broader community to invest resources into restoration of local waterways, counteracting decades of degradation.

OzFish is seeking an energetic Accounts Officer for our team based in Ballina, Northern Rivers. Working as part of the OzFish HQ team, you will be **responsible** for;

Finance Administration –

- Accounts Payable – weekly expense claims, invoices and credit card and purchase order related payments (including adherence to company policies)
- Accounts Receivable – weekly invoicing, monitoring debtors and grant accounting
- Bank reconciliation – multiple accounts and feeds
- Payroll – fortnightly, large staff list, super, salary sacrifice management
- General reporting and assistance with preparation of budgets for grant/project accounting
- Support finance enquiries from team or incoming from members and stakeholders
- Other general administrative duties as required

Line Manager: Victoria Elmsly, Business Manager

We are looking for someone enthusiastic with the following key skills: :

- Minimum TAFE qualification in Accounting, Business or another relevant field or equivalent demonstrated experience.
- Experience with Accounts Receivable, Accounts Payable and Reconciliations.
- Attention to detail, high accuracy in data entry, strong work ethic, demonstrated initiative and reliability
- Excellent interpersonal skills, especially in professionally dealing with staff, members and stakeholders
- Ability to prioritise across dynamic workload and meet timelines consistently
- Experience with Office suite, specifically Excel and Outlook and web based software such as CRM
- Experience with Xero, preferred but not essential
- Current drivers license and suitable vehicle for local travel

To apply: Please clearly demonstrate the above key criteria in an application for the role, under two pages in total length, and attach a CV of two pages or less and email it to Victoria Elmsly, Business Manager on VictoriaElmsly@ozfish.org.au. Contact Victoria Elmsly on 0403 05 2282 if you have enquiries. OzFish Unlimited offers a flexible working environment.

OzFish Unlimited

P: 1800 431 308 | E: info@ozfish.org.au | PO Box 446 Ballina NSW 2478

ABN: 29602568696





DUE DATE: Submit before 7am 25th November 2024 AEDST. *Interviews and selection may commence immediately depending on applications.*

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