

POSITION VACANT:

ACCOUNTS & ADMINISTRATION OFFICER



We are seeking an enthusiastic and professional Accounts and Administration Officer who has a flair for juggling a variety of tasks with a friendly, helpful demeanor to fill a full-time, 6 month maternity leave contract.

This role requires you to effectively perform and oversee the accounts payable and receivable function, while providing support with administration and projects to the Accounts and Administration Coordinator. Administration and customer service duties are fulfilled to ensure reliable and responsive service is provided to Burnie Brae customers, which results in positive feedback.

REPORTING TO THE ACCOUNTS & ADMINISTRATION COORDINATOR, YOUR ROLE WILL INCLUDE:

- Preparation of monthly invoices for client services
- Taking payments via telephone from clients
- Assisting clients with account enquiries
- Attending to end of month processes
- Completing various administration duties as required
- Preparation of financial reports

TO BE CONSIDERED FOR THIS ROLE YOU WILL NEED:

- Previous experience in administration and accounts payable/receivable
- Experience across a range of software programs including Microsoft Excel with exposure to Attaché is preferred
- Quick learner with the ability to multi-task

See over..

- Excellent organisation and time management
- High attention to detail
- Ability to problem solve and make quick decisions
- Consumer directed and person centred approach
- Supportive team player
- Empathetic and friendly demeanor
- Align with Burnie Brae values

You will be required to hold a current Working with Children Blue Card, Disability Services Yellow Card and National Police Check, or the ability to obtain these.

Don't miss this fantastic opportunity to be apart of a leading provider of innovative and client centred support services in the Brisbane North region.

Benefits

Staff discount at our onsite Cafe

Free membership to our onsite gym

Salary Packaging options

Staff discount to onsite massage services

Vision

A socially connected and healthy community

Mission

To build strong community connections by providing quality health, lifestyle, and wellness services

Values

Respect – Integrity – Trust – Customer Focus

Accountability – Professionalism – Quality

To Apply:

Please send your application, including a Resume and a Cover Letter detailing why you are the best person for this role, to recruitment@burniebrae.org.au