

Accounting Officer

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Company: Catholic Education, Archdiocese of Canberra and Goulburn

Location: Australia

Category: other-general

Location: Manuka, Canberra Employment Type: Part-time, permanent - 3 days per week.

Salary Range: \$78,931 - \$88,645 (based on skills and experience) plus Superannuation Start

Date: May 2024 Closing Date: 11.55 pm, Wednesday 1 May 2024 Catholic Education,

Archdiocese of Canberra and Goulburn (CECG) plays an integral role in education in the ACT and NSW, operating 56 Catholic Systemic Schools and nine Early Learning Centres. The

Catholic Education Office is committed to workforce diversity and creating inclusive

workplaces. We welcome applications from suitable candidates from all diversity groups to support our system of schools and early learning centres in the delivery of quality education

outcomes for the students in our care. About the Role The Catholic Education (CEO),

Accounting Officer's role as a member of the Finance & Infrastructure Service Area team is

to provide banking support to the Finance team; including processing bank transactions,

analysis of short-term cash needs, daily monitoring of multiple bank accounts, and

reconciliation of bank accounts. This team is critical to ensuring the integrity of the CEO's

general and subsidiary ledgers, ongoing development of the Financial Management

Information System, providing timely and accurate financial management reports,

managing the CEO's cash flow, and promoting a service focus for internal and external clients

of the Service Area. Benefits A positive and collaborative workplace culture 24 weeks of

paid parental leave (maternity/adoption) Up to 14 weeks of paid parental leave

(paternity/non-initial primary carer leave) Support for professional development and study

opportunities Key Responsibilities The Accounting Officer is required to perform tasks

which include but are not limited to: Daily monitoring of all CEO bank and loan accounts and

accurate recording of bank transactions in TechOne. Responsible for monthly reconciliations, including bank, general ledger, and related clearing accounts. Prompt follow-up of reconciliation items with key stakeholders. Prepare journals, including journals for payroll data. Provide ad hoc financial reporting and other duties as required. Review and understand ledger transactions and accounts and provide analysis as required. Support the month-end process by ensuring the integrity and accuracy of financial information on a timely basis. Essential Criteria Prior experience in bank reconciliation is essential. TechOne experience is preferred but not mandatory. Strong Excel skills in sorting, analysing and summarising data. Strong organisational skills and attention to detail. Excellent written and verbal communication skills. Willingness to identify areas for process improvement, including automation. Appreciation of the importance of the confidential nature of finance information. WWVP Card or willingness to obtain. Please refer to the position description for in-depth details regarding the position duties, criteria, and skill set required. Other Eligibility Criteria You must be an Australian Citizen or Permanent Resident to be eligible to apply for this position. Appointment is subject to satisfactory employment screening for child-related employment in accordance with CECG policy. Application Process Applicants will be required to submit a current resume and cover letter addressing the essential criteria outlined above. The cover letter should be at most three pages. Further information about the role and Catholic Education, Archdiocese of Canberra & Goulburn is available on the website. If you have any questions about the role, contact Rebecca Radanovich, People & Culture Officer, at 0475136048 or email at *****. Please note that only people with the right to work in Australia should apply for this position. Recruitment Agencies – Catholic Education, Archdiocese of Canberra, and Goulburn, endeavour to fill our vacancies through our direct recruitment platforms and channels wherever possible. If we need the assistance of a recruitment agency, we will contact our preferred providers.

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