

Position advertisement

Position: **Bookkeeper**

Date prepared: **February 2021**

We are seeking a self-directed, authentic and focused Bookkeeper to join our Dubbo team.

PrincipleFocus is a regional accounting & advisory business that has a big vision, for ourselves and for our clients. We listen, develop possibilities, focus on outcomes and inspire growth - growth in profits, growth in business and growth in people. PrincipleFocus differs from other accounting firms, in that we deliver outcomes and value, focusing on developing client relationships and partnering with our clients to achieve their personal aspirations & goals.

Our clients are regionally based families, largely comprising 'proactive & dynamic' individuals involved in agribusiness and investment (HNW), all looking to develop and grow. To achieve that vision our team must also grow - in excellence and innovation, through our collective and varied experiences and our knowledge; and now in size, to meet a growing demand for our services. We offer:

- Genuine client focus & client involvement.
- Broad range of services & specialist opportunities.
- A commitment to outcomes, value, learning and excellence.
- Vibrant, innovative, team culture.
- Great workplace flexibility.

Your role will be to assist the accounting team in coordinating the agreed service delivery for client, including support to clients with their cloud accounting and general bookkeeping needs. The role is a high client contact role, coordinating workflow, and supporting team members.

Responsibilities include:

- Client bookkeeping and data entry including bank reconciliations, accounts payable and receivable, payroll etc.
- Preparation and review of monthly reporting for clients including profit and loss and balance sheets.
- Preparation of client Business Activity Statements
- Ensure jobs are completed effectively by meeting technical standards and deadlines



Essential skills:

- A team player, energetic, reliable, with a friendly professional phone manner, a good sense of humour & authenticity.
- Excellent written and verbal communication skills.
- A high standard of excellence in all work – because you cannot imagine doing it any other way.
- Dedicated, with strong work ethic, and willingness to attempt difficult tasks and sort out issues relevant to the task.
- Demonstrated skills in workflow management, prioritization and organization.
- Demonstrated skills and experience (3-5 years) with Xero bookkeeping and payroll.
- Demonstrated experience and a high level of proficiency with Microsoft Office, email, social media and other software applications.

Desirable:

- Xero certification.
- Experience in a professional service firm environment working with clients.
- Country background including exposure to agribusiness.

Your opportunity:

You will be an integral part of a high performing and professional team, in a people-focused business. We believe and are motivated by support for each other, service to clients, and “making a difference”.

An attractive remuneration package is on offer for the right candidate.

To apply, please submit your resume and a cover letter outlining what you will bring to the position. For further information contact Elizabeth Mitchell or Pete Debus on 02 6885 5788 for a confidential initial discussion.