



**ST PAUL'S COLLEGE**  
WITHIN THE UNIVERSITY OF SYDNEY

## **Assistant Accountant**

St Paul's College is a residential college of and within the University of Sydney, for 300 undergraduate men and from 2019 for 140 postgraduate women and men. Over the summer months from December 2018, there will be short stay accommodation offered to groups, conferences and independent travelers. The College is currently expanding its operations and, as part of its growth, is seeking interest in a newly created position of Assistant Accountant based at its offices in Camperdown.

This busy transactional role will suit an accounts payable/receivable/all-rounder clerk with 2-3 years' experience who is ready for their next challenge.

Working closely with both the Accountant and the Financial Controller, the role of Assistant Accountant is a critical position within the business.

Duties will include:

- High volume debtor invoice generation
- Accounts payable invoice processing (data entry)
- Accounts payable weekly payment runs
- Application of charges & payments received (daily)
- Bank reconciliation (daily) across multiple bank accounts
- General ledger and supplier reconciliations
- Assisting with month end and projects
- Documenting role related new procedures
- Reception backup as and when required
- Any ad hoc accounting duties as directed

### **To be successful in this role, you will have:**

A degree qualification in Accounting (or studying towards)

An outgoing and flexible approach with the ability to multitask, prioritise workload and meet deadlines

Possess a 'can do' attitude and be a strong team player

Strong verbal and written communication skills

The ability to analyse and problem solve autonomously in the first instance

A working knowledge of StarRez and MYOB is advantageous, but not essential

Intermediate Microsoft Excel skills

If you are up for this challenge, please apply by clicking 'Apply' below, and attach a cover letter (essential) with your application.

**Applications for this role close 5.00pm, Friday 19th October 2018.**

Only shortlisted candidates will be contacted for an interview.