



## **POSITION DESCRIPTION**

**Position Title:** Accountant, Church Missionary Society – Victoria Inc.

**Employment Type:** Full-Time, Fixed Term 12-month parental leave cover

**Commencement Date:** 17 April 2023

### **Position Objective**

Oversight of accounts and month end processes, with responsibility for all bookkeeping functions for CMS Vic and CMS Tas. Supporting the Finance Manager in smooth and timely financial processes and reporting, as we work together towards our vision 'to see a world that knows Jesus'.

### **Key Responsibilities**

#### *Accounts Payable & Accounts Receivable*

- Ensure that all supplier bills and expense claims are approved for payment and paid on time
- Reconcile corporate card transactions and follow up receipts
- Manage and monitor shared email account.
- Enter donation revenue into General Ledger and raise invoices for shared services etc
- Monitor and reconcile bank accounts

#### *HR & Payroll*

- Prepare and enter payroll and manage superannuation and Workcover
- Prepare and manage payment of IAS (Monthly) and BAS (Quarterly)
- Prepare payroll budget and implement salary package changes for eligible staff
- Manage employment contracts and other HR administration
- Review salary to ensure compliance with Award, Stipend Determination, and statutory requirements
- Prepare payroll reconciliations and workpapers for financial year end audit

#### *Month End and Financial Reporting*

- Prepare bank reconciliations for review
- Prepare monthly CRM to General Ledger and Balance Sheet Reconciliations
- Prepare and enter General Journals
- Prepare monthly income reports
- Prepare reconciliation and reports for Society events
- Monitor term deposits

### **Selection Criteria – qualification and experience**

- Minimum 3 years experience in using Xero (or similar accounting package)
- Excellent computer skills, especially in Microsoft Word and Excel
- Attention to detail, and ability to problem solve
- Experience in managing competing demands in a work setting
- Strong organisational and people skills
- Commitment to the values and vision of CMS
- CPA or similar qualification desirable but not essential

**Accountability:** The Accountant will report directly to the Finance Manager



### **How to apply**

Please apply in writing to [jchoi@cms.org.au](mailto:jchoi@cms.org.au) with your resume and a cover letter ensuring that you reference the job requirements.

Upon request, you must provide a minimum of two references, one must be a workplace reference.

Applicants close 25th February 2023.