

# ADMINISTRATION ASSISTANT

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**Job Title:** Administration Assistant

**Job Details:** Permanent Part-Time (8-16 hours per week)

**Employment Type:** Standard employment with paid wage (including Super), or contracted and paid via invoice.

**Location:** Office located in Best Street, Devonport in Tasmania. No parking available at the office. Paid council parking available directly opposite the office.

**Reporting Relationship:** The Administration Assistant will report to two directors.

## **Duties / Responsibilities:**

The following duties will need to be performed:

- Accounts Receivable:
  - Process invoices from job management system
  - Sending invoices from Xero
  - Handle invoice enquiries via email or phone
  - Email or call to chase up outstanding accounts
- Accounts Payable:
  - Invoices received (via email or post) entered into Xero
  - Outgoing payment scheduling
- Payroll
  - Track and manage timesheets from staff
  - Payrun generation
  - Payrun processing
  - EOFY Payment Summaries
  - Superannuation payment generation and lodging for temp staff and ongoing staff
- General Account Management
  - Bank reconciliation (Outwards and Inwards) via Xero
  - Liaise with accounting firm for BAS lodging
  - Weekly reporting to directors:
    - List of invoices for payment (Now and Future)
    - Outstanding invoice issues
    - Payroll payments (Now and Future) including Super
    - Leave Requests (via Xero)

**Skills and Experience:**

The following experience is required:

- Xero Accounting System
- Xero Payroll System
- Microsoft Office software

**Qualifications:**

No formal qualifications are required, however any courses completed in financial or accounts management or related vocations are preferable.

**Performance Goals:**

The goals of the position is to keep the accounting side of the business monitored and proactive.

The measurable key performance indicators would be:

- Dollar amount of overdue invoices
- Reports submitted to directors on-time
- Days of delay between approved invoice items and invoices being sent.

**Reimbursement:**

The position will be paid based on experience.

**Applications:**

Please go to [www.sympact.com.au/jobs](http://www.sympact.com.au/jobs) to apply.