



ASSISTANT ACCOUNTANT

This is a fantastic opportunity to be part of a customer-focused, quality driven and progressive privately-owned company.

We want to hear from an outgoing, efficient team player to join this extremely busy but friendly close-knit team of professionals.

Key functions of this role include:

- Accounts Payable
- Overseeing Accounts Receivable
- GST/FBT
- Payroll/Commissions
- Co-ordination of all IT & Communications Requirements
- Day-to-day Financial Management

Experience absolutely essential and we will require you to have the following skills in order to perform in this role effectively.

- High level of accuracy and attention to detail
- Advanced Excel and Word
- Ability to reconcile data quickly and efficiently
- Ability to analyse data and, where necessary, recommend a course of action
- Methodical approach to tasks and workload

Experience with CBA would be an advantage.

We are offering a competitive salary in an environment determined by strong leadership and highly motivated individuals.

Please register your interest outlining your experience and any relevant qualifications to our General Manager paulette.peters@irvineinternational.com.