

Position Description:

Accountant/Payroll



Role Title: Accountant/Payroll	Department or Function: Finance / Administration
Reports to: Finance & Administration Manager	Number of Reports: Nil

ROLE PURPOSE

Under direction from the Finance & Administration Manager this position undertakes most of the day to day accounting and payroll processes, including the establishment, use and maintenance of the accounting and payroll systems of the organisation.

Key Result Areas:

Payroll

- Maintain an efficient, effective payroll system compliant with all legislation and regulations.
- Manage system to ensure payroll cycle and deadlines are met.
- Accurately process the organisation's payroll on a fortnightly basis and provide the required reporting.
- Accurately process all payroll journals.
- Distribute Pay slips to all employees on a fortnightly basis.
- Process superannuation contributions by the 28th of each month.
- Ensure employee leave records are maintained and up to date each month.
- Ensure salary packaging records are accurately recorded and maintained.
- Ensure Parental leave records are maintained and up to date each month.
- Prepare and reconcile the monthly PAYG and ensure payments are made within the timeframe required by the Australian Taxation Office.
- Prepare and reconcile the annual Fringe Benefits Tax return within the timeframe required by the Australian Taxation Office.
- Prepare the PAYG certificates and annual return within the timeframe required by the Australian Taxation Office.
- Ensure Parental Leave records are maintained and up to date each month.
- Liaise with the Manager of HR, People & Culture on all matters relating to payroll information.

Finance support

- Assist the Finance & Administration Manager to maintain an efficient, effective and compliant financial management system.
- Ensure all financial and payroll transactions are recorded in the organisation's accounting system in an accurate and timely manner.
- Process end of month transactions and prepare a monthly and year to date profit and loss statements.
- Preparation of the BAS statement within the timeframe required by the Australian Taxation Office.
- Assist the Finance & Administration Manager with financial reporting.
- Assist the Finance & Administration Manager with the annual audit.
- Update and maintain the asset register.
- Maintain an efficient filing and record system on all financial documents.
- Identify improvements to financial processes and procedures within the finance area.
- Prepare the annual Ageing Disability and Home Care, Department of Family and Community Services (ADHC) and Department of Education & Communities acquittal.
- Prepare Workers Compensation renewal

Employee relations.

- Foster a culture of teamwork, co-operation and assistance.
- Comply with Human Resources Policies and Procedures.

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Other

- Keep abreast of employer obligations which may impact Lifestart, and advise the Finance & Administration Manager.
- Attend meetings, conferences and seminars as required.
- Adhere to Lifestart's policies and procedures and represent the ethos of Lifestart.
- Undertake other duties as directed by the Finance and Administration Manager.

Criteria:

- Diploma qualifications or similar level/experience senior bookkeeping
- Extensive experience with MYOB
- Experience in Payroll (minimum 2 years)
- Experience in Not For Profit industry
- Attention to detail & accuracy
- Proficiency with spreadsheets and word-processing packages
- Excellent written and verbal communication skills
- Strong interpersonal & relationship building skills

Approved by: Suzanne Becker

Date: November 2011