



## Experienced Bookkeeper

AT COMPASS WEST, WE ARE NO-NONSENSE PROBLEM SOLVERS. As a boutique agency we work with our clients to solve everyday issues effectively and efficiently. We don't believe in just consulting; we know that what businesses want is good advice followed by delivery, training and ongoing support. Our process is simple – we identify problems to solve, develop solutions to solve the problems and deliver tangible outcomes.

Compass West is seeking an **Experienced Bookkeeper** to join our growing team and help service the needs of our diverse client base.

This position will be part-time, with the opportunity to grow into a full-time role for the right applicant. You will have the ability to work remotely after successful completion of an in-house probation period, and will have the freedom to keep flexible hours, with all required equipment being provided.

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### Responsibilities include the following:

- ✓ Data entry and transacting
- ✓ Bank reconciliations
- ✓ Preparation and lodgement of BAS, IAS, Payroll Tax, OSR and year end reconciliations
- ✓ Preparation of financial statements, end-of-month closing entries and monthly reports
- ✓ Preparation of end of month reconciliations for all key Balance Sheet accounts such as GST, PAYGW, Superannuation liabilities, Debt Facilities, Fixed Assets and inter-entity loan accounts

### Successful applicants will have the following **experience**:

- ✓ At least 3 years of experience as a bookkeeper or internal accountant
- ✓ At least 2 years of experience in the lodgement of IAS and BAS
- ✓ Advanced skills in Microsoft Excel
- ✓ Administration experience in Microsoft Office Suite

### Preferred (but not essential) **qualifications** are as follows:

- ✓ Certificate IV in Bookkeeping or Certificate IV in Accounting or equivalent
- ✓ BAS Agent
- ✓ Xero or Saasu experience

### The candidate must be able to demonstrate the following **soft skills**:

- ✓ Ability to work in a team environment and share tasks with other team members.
- ✓ The ability to efficiently and professionally interact with clients via email, face to face and telephone.
- ✓ Ability to self-manage and work well in the "work from home" environment

### The **Package**

- ✓ Above-award rates subject to experience
- ✓ Flexible working hours and arrangements for the right candidate
- ✓ All equipment provided

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### To Apply

- E-mail your cover letter and resume (or LinkedIn profile!) to [team@compasswest.com.au](mailto:team@compasswest.com.au)