



Cascade Consulting Services Pty Ltd

Position Description – Office Administration/Trainee Bookkeeper

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| Our Company: | <p>Cascade Consulting Services Pty Ltd (Cascade) provides services to the business community including:</p> <ul style="list-style-type: none"> • Accountancy & Tax Agent Services • Bookkeeping & BAS preparation Services • Legal trust accounting services • IT consulting for a range of businesses. • Supply of Practice Management Software to Legal sector. • Supply of business system services and advice to businesses in the wider community. • Software: Sales; Support; Training; Installation services; • Business Coaching Services; <p>Cascade has been servicing client in Queensland and beyond since 1997.</p> |
| Address: | 1/69 Secam Street Mansfield (PO Box 2557 Mansfield Q 4122) |
| Web Sites: | www.cascadeconsulting.com.au |
| Contact Person: | Karen McDonald, Director; karen@cascadeconsulting.com.au |

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| Position: | <p>Office Administration/ Trainee Bookkeeper</p> <p>This role will allow you to learn and grow, while you enjoy a supportive, friendly and flexible working environment with room for you to shine and continually grow within the company!</p> <p>This is a key position in our tax practice. The incumbent will be trained in our office administration and bookkeeping practices across a variety of software products. As you show progress, you will then learn tasks that will move into other facets of the business.</p> |
| Remuneration: | The rate of pay is determined by the clerical workers award. (Fairwork MA00002) As you progress in the position your pay will be increased accordingly. |
| Hours of Work: | <p>This is an ongoing full time position. (Part time hours can be negotiated)</p> <ul style="list-style-type: none"> • Hours are 8:00 am to 4:30 pm • 19 day month • 4 weeks annual leave |
| Future opportunities to Learn | <p>Being a small company, we are very hands on. This means there are always opportunities for staff to grow and advance in areas they show potential.</p> <p>Director is willing to mentor staff to further their existing qualifications and assist to gain other industry licences as the incumbent's experience allows.</p> <p>Applicants studying towards an accounting degree will be highly regarded</p> |

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| Duties & Responsibilities: | <p>This role has two parts Office Administration/Trainee Bookkeeper. As the incumbent becomes more proficient, the role will focus more on bookkeeping duties.</p> <p>A detailed procedure manual is in place. The incumbent will be required to comply with existing procedures and after learning why we work the way we do, can then contribute to our process of continuous improvement.</p> <p>The incumbent is required to have well developed computer skills and be very comfortable with technology. Training will be provided on our accounting products.</p> <p><u>Administration duties (shared)</u></p> <p>Duties will include, but are not limited to:</p> <ul style="list-style-type: none"> • Processing of incoming and outgoing mail; • Data entry as required; • Telephone answering & Greeting of clients; • Meeting room management; • Assistance in Marketing correspondence; • Assistance to other staff as required; • Assistance in Software testing; • Electronic Dictation; • General assistance to Director as required; • Update and maintenance of electronic filing system; • Filing of paper and electronic records; • Scanning of client records; • Keep office clean, tidy and fully functional. <p><u>Bookkeeping Duties</u></p> <p>Training will be provided in the bookkeeping duties involved in this position. The duties include:</p> <ul style="list-style-type: none"> • Collation of client records; • Accounting data entry and all reconciliations for monthly and quarterly clients • Reconciliation of bank accounts • Reconciliation of wages and other accounts as requested by accountants • Bookkeeping for Legal trust accounts • Preparation of client ready queries; • Drafting of correspondence to clients; • Collation of final records to clients after review by accountants <p>Software products used regularly include:</p> <ul style="list-style-type: none"> • QuickBooks Online – QBO – Cloud accounting • ReckonAccountsBusiness • Reckon Elite Accountant's Software • Wise Owl Legal Software • Microsoft Office suite • Other computerised accounting software products. |
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| <p>Essential Attributes of Employee:</p> | <p>The successful candidate must demonstrate the following qualities:</p> <ul style="list-style-type: none"> • Bookkeeping training – this could be in the form of Grade 12 accounting or 1st year accounting at University or another course. Knowledge of Bookkeeping principles will be thoroughly examined at interview. • Demonstrated knowledge of Debits & Credits. Debits and Credit will be tested as part of our interview procedure. • Ability to maintain confidentiality; • Good time management and organisational skills ; • Able to communicate clearly in English on the telephone and be easily understood by clients; • A self-starter & keen to work; • Able to relate on the job tasks back to University Studies and apply that learning. • Happy to work in a structured environment and follow documented procedures • Excellent command of both written and spoken English; • Demonstrated attention to fine detail & ability to check their own work; • Ability to work as part of a team; • Ability to organise their own workload of assigned tasks; • Ability to take good notes to complement formal written procedures when assigned tasks; • Good knowledge of Microsoft Word and Excel; • Willing to learn new skills; • Solid computer skills in a Windows environment; • Keen to extend their computer skills ; • Commitment to continuous improvement • Willingness to undertake self-study to improve skills |
| <p>How to Apply</p> | <p>To apply for this rewarding opportunity please submit your application to karen@cascadeconsulting.com.au.</p> <p>You need to include:</p> <ol style="list-style-type: none"> 1) Resume 2) Full academic transcript including high school results 3) A covering letter including: <ol style="list-style-type: none"> a) When you realised you had a passion for accounting and how you will use that in the work place; b) Your favourite subject you have studied recently and what you liked about it; c) Where you see yourself in 5 years' time; d) Your attitude toward technology; e) How you can add value to our organisation; f) How this position aligns with your career goals; g) What skills you have developed to manage assigned tasks and meet deadlines; |