



Cascade Consulting Services Pty Ltd
Position Description – Graduate Accountant

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

Position:	<p>Graduate Accountant</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 learn to run an Accounting job end to end with regular reviews by the director.</p>
Hours of Work:	<p>This is an ongoing full time position.</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.</p> <p>This means there are always opportunities for staff to grow and advance in areas they show potential.</p> <p>Director is willing to mentor CPA / IPA study and assist to gain other industry licences as the incumbents experience allows.</p> <p>Applicants close to completing their degree part time who are available for full time work will be considered.</p>

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<p>Duties & Responsibilities:</p>	<p>Accounting Services including Accounting & Income Tax preparation work; Learn to run a job end to end, with regular reviews by director.</p> <p>We run a quality control system with extensive work papers and check lists which provide significant structure and quality control to all work undertaken. The successful incumbent needs to work within this framework on a daily basis.</p> <p>The position we are seeking to fill is full time and will involve a variety of duties that will include:</p> <p>Provide an end to end accounting service for small business clients including:</p> <ul style="list-style-type: none"> • Collation of client records; • Accounting data entry and all reconciliations; • Review of quarterly bookkeeping and preparation of BAS returns; • Assistance with client payroll and client payroll enquiries; • Legal trust accounting • Preparation of Financial statements & income tax returns for small business • Preparation of client ready work; • Drafting of correspondence to clients; <p>The incumbent is required to have well developed computer skills. Software products used regularly include:</p> <ul style="list-style-type: none"> • QuickBooks Online – QBO – Cloud accounting • Xero • ReckonAccountsBusiness • Reckon Elite Accountant's Software • Wise Owl Legal Software • Microsoft Office suite • Some MYOB • Other computerised accounting software products. <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>Essential Attributes of Employee:</p>	<p>The successful candidate must demonstrate the following qualities:</p> <ul style="list-style-type: none"> • 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.

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	<ul style="list-style-type: none"> • Happy to work in a structured environment and follow written 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 ; • A solid understanding of accounting principles and practice; • Commitment to continuous improvement • Willingness to undertake self-study to improve skills
Commencement:	January 2016 with part time work available prior to that date.