

**DO YOU BELIEVE
THERE IS MORE TO BOOKKEEPING THAN DATA ENTRY?**



SO DO WE.

Back Of House works closely with business owners to ensure they have the information and tools they need to effectively run and grow their businesses.

We are currently looking for a motivated person to help us with our rapidly growing list of clients.

The position is full or part time and involves working at client sites and at our office in Brookvale.

Responsibilities include:

- Bank & Credit Card Reconciliations
- Accounts Payable (Cheque Runs, Creditor Statement Reconciliations)
- Accounts Receivable
- Banking
- Payroll
- Filing

Do you have

- Good communications skills and attention to detail
- Intermediate to advanced MYOB skills
- Intermediate Word and Excel skills
- Formal bookkeeping accreditation (Cert IV or higher)
- A genuine interest in helping businesses

If you do

Send your resume to applic08.4@backofhouse.com.au