

SENIOR ACCOUNTS CLERK



FINANCE DEPARTMENT

DEPARTMENT

The Finance department is responsible for the collection and payment of accounts- including payroll and assisting the Chief Financial Officer competently oversee Imparja's financial obligations.

POSITIONS

Chief Financial Officer
Senior Accounts Clerk
Financial Accounting
Accounts Receivable
Receptionist

ROLE

Accounts Receivable
Credit references credit limits
Liasing with Traffic and Sales Departments
Collection of accounts
Debtors
Invoicing

Accounts Payable
Payment of accounts, purchase orders etc
Payment of wages

Financial Accounting
Annual budget preparation by department
Management account reporting
Capital Budgeting

SKILLS & EXPERIENCE

Experience processing accounts receivable in MYOB
Demonstrated data entry skills and experience using the Debtors Ledger
Good knowledge of GST Legislation
Demonstrated administration skills
TAFE and/or Tertiary qualifications in accounting and finance

