



Bush Habitat Restoration Co-Operative Ltd

PO Box 2643 TAREN POINT NSW 2229

bushhabitatmanagement@gmail.com

www.bushhabitatrestoration.org.au

ABN: 13 276 487 044

20/05/22

Who we are:

Bush Habitat Restoration Co-operative Ltd was established in 2001 with the aim of providing staff and clients with thoughtful and cost-effective bush restoration work that is focused on the needs of the site, particularly both protecting and restoring wildlife habitat. Since establishment our work has been mostly with long-term contracts in Threatened Ecological Communities (TECs) and protection of endangered species. While we pay under the Clerks award our offered pay rate is somewhat above industry award.

The Position

We are currently seeking an experienced Data Entry Clerk to work 3 days per week from home, this person will be responsible for processing fortnightly payrolls, monthly invoicing and provide administrative support to the Co-op.

Duties

Reconcile Bank Statements - preferably fortnightly
Reconcile Credit Card - Monthly
Debtors/Creditors - Double entry bookkeeping MYOB
Enter Invoices and prepare for payment
Provide monthly reports

Maintain FAR
Payroll - MYOB
Prepare fortnightly payroll including STP - - approx. 26 casual employees
Provide monthly PAYG report
Provide quarterly BAS report
Communication with clients
Provide communication and support to other staff at the Co-op

Essential Requirements:

Ability to work unsupervised
Must be able to meet deadlines
Experience in processing Payrolls, Invoices, Profit and losses, and EOFY Finances
Proficient with Microsoft Word and Excel
Understanding and implementation of Macro's in Excel
Higher School Certificate.
2+ years' experience in a relevant field.
Good command of English.
Excellent knowledge of MYOB MS Office Word and Excel.
Strong interpersonal and communication skills.
Ability to focus and perform accurately with adequate speed.
Proficient touch-typing skills.

Personal Attributes

Professional approach (essential).
Confident manner (essential).
Positive approach to change (essential).
Has own equipment and computer linked to the internet and is experienced in their use.

We will offer you:

When the opportunity presents career development in the support of the bush regeneration industry, mentoring and training for various roles relevant to the role and flexible working arrangements. Work from home.

Please email your cover letter and CV with relevant details to Skye Virgin, bushhabitatmanagement@gmail.com or contact Skye on 0411 584

JB Robinson
Business Development Manager