

BOOKKEEPER, BAS AND PAYROLL POSITION - EMERALD

About Us

Established in 1986, HHH Partners is a progressive Chartered Accountants firm with offices in Emerald and Rockhampton.

The Role

HHH Partners is currently seeking a person to join our Team in Emerald. The work you'll do in this role includes:

- Preparation of client BASs and IASs
- Processing and collating client records
- Preparation of client payroll including STP and Super Clearing House lodgements
- Correspondence with clients and third parties as required

The Benefits

- Open door policy with direct access to managers and Directors
- In-house training programs
- Work hours flexibility including school hours and working from home options
- Above Award remuneration for the right candidate
- Working alongside a supportive, experienced and friendly team
- Nine-day fortnight and time in lieu arrangements
- Office shutdown for two weeks over the Christmas break, allowing you to spend quality and uninterrupted time with your loved ones
- Experience to be gained from working with an experienced team of professionals
- Increased knowledge of accounting software including Xero, Reckon, MYOB and Phoenix
- Career advancement to accounting position

Skills & Experience Needed

It is expected that the successful candidate would need to have the following for this role:

- Excellent communication and computer skills
- Good time management skills
- Willingness to learn

If you are looking for a work environment that is supportive, family-friendly, professional, challenging and rewarding and you have the qualities and expertise for the position, we would encourage you to apply!

Please email applications and a current resume to admin@hhhpartners.com.au.

All applications are strictly confidential