



POSITION VACANT ACCOUNTS AND ADMINISTRATION OFFICER

Gove Warehouse is not just your normal store we have more for you. We supply Hardware, Electrical, Homewares, Garden Supplies, Toys, Giftware's, and camping gear to the Retail sector. We also operate Nhulunbuy Post Office. We'll support career development and growth throughout our business.

Consider working with an award-winning team!

Position:

Our company, DBK Nominees is currently seeking an accounts and administration officer to be responsible for all business administration and provide accounts processing for Gove Warehouse, Nhulunbuy Post Office and Askeed. You will be required to work a flexible part-time work week of 25-30 hours.

Your responsibilities will include (but not limited to):

- Accounts Payable & Receivable
- Account Reconciliation
- Payroll
- Superannuation Payments
- Employee Records
- Financial Reporting
- Petty Cash
- Compliance with regulatory requirements (PAYG, Super etc.)
- General Administration Duties

The candidate must be:

- Proficient in MYOB Accounting Software, Microsoft Office and POS systems
- Understand basic accounting principles.
- Have a thorough understanding of debtors and creditors.
- Excellent written and verbal communication skills.
- Be prepared to support a busy team.

Requirements:

- Ability to work independently and productively.
- Be able to follow company policies and procedures.
- Good organisational skills, with strong attention to detail.
- Competency in computer literacy.
- Current driver's license

Benefits:

- Career support
- Significant staff discounts on offer
- Be rewarded with a good work life balance

Please forward your resume and cover letter to enquiries@govewarehouse.com.au
