

Position Title: Bookkeeper/Administrative Assistant

Location: Kingaroy

Schedule: Parttime (3 days a week, within school hours, must include Thursdays)

Award: Clerks Private Sector Award [MA000002]

About Us:

The Little Butcher is a beloved family owned and run business committed to providing our community with the finest meats and exceptional service. As a small operation, we value teamwork, integrity, and dedication to excellence.

Job Description:

We are currently seeking a proactive and organized individual to fill the role of Bookkeeper/Administrative Assistant. This position will be instrumental in ensuring the smooth operation of our business by managing financial tasks and providing administrative support.

Responsibilities:

- Utilise QuickBooks to maintain accurate financial records, including accounts receivable, accounts payable, and payroll.
- Process invoices, receipts, and payments in a timely manner.
- Manage employee wages and ensure timely payment on Thursdays.
- Respond to emails and phone calls in a professional and courteous manner.
- Perform general administrative tasks, such as filing, data entry, and organising documents.
- Assist with computer-related tasks, including word processing, spreadsheet creation, and email correspondence.
- Assist with shop-related errands, such as picking up supplies, delivering orders, and visiting the post office.
- Work independently and efficiently to complete tasks as needed.
- Collaborate with the accountant to ensure accurate financial reporting and compliance with regulations.

Qualifications:

- Previous experience in bookkeeping, accounting, or administrative support would be preferred.
- Experience in QuickBooks or similar accounting software.
- Strong organisational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to prioritize tasks and manage time effectively.
- Comfortable working independently and taking initiative.
- Reliable transportation and a valid driver's license required.
- Familiarity with Microsoft Office Suite (Word, Excel, Outlook) and basic computer skills.

Benefits:

- Competitive hourly wage.
- Flexible schedule conducive to work life balance.
- Opportunity to work in a supportive and friendly environment.
- Assistance and guidance from our dedicated accountant.
- Potential for growth and advancement within the company.

How to Apply:

If you are enthusiastic about joining our team at The Little Butcher and meet the qualifications outlined above, **please:**

- ✓
- Submit your resume in-store to Brenda
 - If you have any questions, call Brenda on 0409 894 605

Please do not:

- ✗
- Send resume via messenger / text
 - Apply if you are not genuinely interested in the position

We look forward to reviewing your application and shortlisted applicants will be notified on or by 20th of May 2024 by telephone call/email.