

Position Description: Assistant Accountant

Position Details

Position	Assistant Accountant
Team	Operations Team
Reports to	Senior Accountant
Direct reports	Nil

Position Summary

The Assistant Accountant maintains ISQ's accounting records. Under the oversight of the Senior Accountant, this will include management of government grant funds, assistance with month end and management accounting functions, and accounting for the Parents Network (subsidiary of ISQ). A key focus of this role is ensuring that financial information, record-keeping and reporting complies with obligations (e.g. grant acquittals).

Relationships

Key internal relationships	COO, Senior Accountant, Finance Officer / All teams
Key external relationships	Members, Customers, Suppliers, Bankers (CBA, Paypal)

Responsibilities

The position is responsible for, but not limited to:

1. Managing general ledger entries, including month-end journals such as accruals, and account reconciliations.
2. Managing government grants including financial accountability processes, reconciliation and acquittals.
3. Accounting for the Parents Network (subsidiary of ISQ)
4. Accounting for Fixed Assets according to ISQ's fixed assets accounting policies. This includes correct treatment of additions, depreciation and disposals, including right of use leased assets and liabilities.
5. Reconciling PayPal, our payment gateway for Event registrations. Includes reconciliations, posting to GL, as well as processing over-the-phone credit card payments & refunds.
6. Assisting the Senior Accountant as required. This includes month-end, year-end, annual audit, maintaining internal financial controls and procedures, compliance obligations (including GST & FBT), and ad-hoc finance projects as required.



Requirements

Knowledge and experience	<ul style="list-style-type: none">• Minimum 2 years of professional accounting experience• Sound knowledge of applicable accounting standards, and financial management practices• Proficient in Microsoft Office suite (e.g. Excel, Word, Outlook) and with relevant accounting software (Sage Intacct preferable)• Ideally, experience in working for a not-for-profit organisation or a member body
Qualifications and licenses	<ul style="list-style-type: none">• Relevant tertiary qualifications• Have or be working towards CPA/CA membership
Skills and attributes	<ul style="list-style-type: none">• Professional work ethic, integrity, accountability and attention to detail• Excellent relationship building, communication and technical skills

APPROVED BY: CEO
DATE: July 2024