

## Senior Bookkeeper / BAS Agent

**Redland Bay, QLD**  
**Permanent Full Time**

We require a passionate and driven Senior Bookkeeper who is able to do the bookkeeping for our clients from start to finish. You will be trained in our 'Shoebox system' and we use all software systems including MYOB Account Right, MYOB Essentials, Xero & QBO.

The senior bookkeeping position we are currently offering will evolve as it is a very exciting time to be joining our company.

**The Role:** The role of Senior Bookkeeper is primarily to complete all bookkeeping client files and also provide the following support initially: -

- All bookkeeping tasks;
- BAS preparation;
- Excellent telephone manner;
- Onboarding new clients;
- Completing all payroll duties for clients;
- Completing all invoicing and quoting for clients;
- Processing of client's receipts through Receipt Bank;
- Keep up to date with weekly/monthly/quarterly tasks for all clients;

**You:** The skills and experience you will need to be the successful applicant: -

- Previous experience and Certifications with MYOB Account Right, MYOB Essentials, Xero & QBO;
- Systems orientated;
- Driven and motivated;
- Organisational abilities;
- High level of attention to detail;
- Can work autonomously;
- Able to follow instructions;
- Hard working and committed;
- Certificate IV in Bookkeeping or Accounting as a minimum;
- Registered BAS Agent (preferred but not necessary);
- Minimum 5 years of bookkeeping experience;
- Experience in Receipt Bank preferred but not necessary;
- High level of communication skills – both written and verbal.

This role would ideally suit someone loyal and professional with is passionate about helping a business grow during expansion phases and understands the commitment that can take. If you feel like this position suits you, please don't hesitate to APPLY!

Salary will be paid in accordance with experience.

**To apply please email your resume (including a minimum of 3 referees) and cover letter to:**  
[michelle@shoeboxbooks.com.au](mailto:michelle@shoeboxbooks.com.au). Any questions should also be emailed. Thank you.