



## BOOKKEEPER – PART TIME – WORK FROM HOME

Bring your bookkeeping experience to a fun and hard-working team, where you will receive full support and training.

- Permanent part-time role (25 – 30 hours/week) with option to full time after 3 months.

### About 2 Cents Worth

We are a boutique bookkeeping practice with offices in Brisbane and Sydney with clients in Australia and New Zealand. We are a close-knit team who love the Bookkeeping Industry and most importantly love our clients and we value our team as much as our clients.

### Your role

We are looking for someone with an efficient and happy disposition and who can hit the ground running. You will be working alongside our Operations Manager and work with a large variety of our clients. You must be highly organised, proactive, and work within timelines and deadlines.

### Responsibilities to include:

- Process accounts receivable/payable
- Payroll and super in a timely manner
- Enter data, maintain records and generate reports and financial statements
- Maintain schedules and tasks are completed on time
- Uphold our fantastic customer service standards

To be considered for this role, you **MUST** have:

- A minimum 2 years' experience in Xero
- Have a minimum of five years' experience in bookkeeping
- Great attention to detail
- Impeccable written and communication skills
- An ability to handle a fast-paced environment
- Strong organisational skills
- A friendly and outgoing disposition
- A can-do attitude

Salary will be commensurate with experience and skills and discussed in interview. An immediate start is available, or we will wait a short time for the right person.

Please send your resume including a cover letter with a minimum of 3 referees (names and numbers) to [rebecca@2centsworth.com.au](mailto:rebecca@2centsworth.com.au) letting us know why you would be great for this role.