
Position Description: Financer Officer, Flying Arts Alliance Inc

Status: Self Employed Contractor

Location: Judith Wright Centre of Contemporary Arts, Brisbane, Fortitude Valley

Reports to: Executive Officer

Purpose of the Role: Effective and accurate delivery of the organization's financial operations

Job Summary:

To deliver all the periodic financial aspects of the organization. Additionally, to assist the Treasurer with the completion of analysis and reports that accurately reflects the financial position of the organization.

Duties and Responsibilities:

Weekly

- Pay Staff Wages and filing
- Complete Bank Reconciliations
- Process PayPal transactions via Excel and account reconciliation
- Process of payments via Internet Banking for trade creditors, and program contractors including MYOB data entry. Filing of completed invoices
- Sales Invoicing and Credit Control
- Other support functions for the other cost centers of the organization

Monthly

- Process general journals to take up monthly income from Balance Sheet accounts
- Review Balance Sheet accounts and process journals for accrued expenses
- Review Debtors & Creditors
- Provide Monthly P&L budgeting report.
- Pay monthly PAYG liability
- When necessary, assist treasurer with reporting for bi-monthly board meetings

Quarterly

- Pay Super liabilities, and ATO BAS liabilities
- Quarterly reporting

Annually

- Prepare PAYG Summaries
- EOY Review of Profit / Loss budget analysis
- Prepare for December year end reporting
- Prepare for Audit in the following February
- Assist with preparation of Cost Centre Budgets for the following year

Knowledge, Skills, and Abilities

- Exceptional timeliness and accuracy in MYOB processing
- Highly process-oriented, with strong organisational and administration skills
- Knowledge of modern office procedures and business communication, including email and phone communication, record keeping, invoice and payment procedures and report writing
- Advanced proficiency with a PC computer and various software packages including MYOB, Windows and MS Office including Word, Excel and Outlook
- Ability to establish priorities, work independently and proceed with objectives without supervision
- Ability to handle and resolve recurring problems, and work well under pressure.
- Ability to work in a small team in a fast paced office environment

Shared Values Required for Success

- Collaboration
- Respect
- Sustainability
- Flexibility

Key Selection Criteria – Essential

- MYOB processing
- Exceptional organisational and time management skills
- High level communication skills
- Demonstrated ability to work effectively in a small dynamic and agile team
- Demonstrated ability to work collaboratively and share knowledge

Desirable

- Accounting background, qualifications and membership to an industry body
- Tax Practitioner Board – BAS Agent
- Knowledge and experience in the not for profit arts sector

Other Requirements

- A permanent right to work in Australia; and
- Ability to work outside regular office hours if required