

## **Bookkeeping position - MYC**

Manly Yacht Club (MYC) is a club that provides friendly, competitive sailing around Sydney Harbour. We are a family oriented club with a goal of introducing and training local youth in the sport. There are four main financial activities of the club are racing, venue hire, maintaining the club's assets and memberships.

### **Location - Manly Yacht Club**

**Work type - Permanent part-time between 30 to 40 hours per month**

**Rate - \$35 to \$50 per hour based on experience**

### **Experience Required**

- At least 2 years bookkeeping / accounting experience
- Strong working knowledge of Xero
- Sales Invoicing
- Debtor management - reminders and statements
- Payroll
- Accounts payable and scheduling of payments
- Management of floats and EFTPOS settlements
- Reconciliation of bank accounts
- Preparation of quarterly BAS

### **The Role**

This is a great role suited for someone who has Tuesdays available and who wants to find a day a week role with some flexibility. You will be required to perform a mixture of duties that includes payroll, reconciliations, data entry and basic administration duties. You will need to work at the yacht club in order to carry out some of these duties. While you will work with the general manager and treasurer this role is predominantly autonomous. Therefore experience is essential.

### **Your background**

To be considered for this role, you must be available to work on Tuesdays. Good verbal communication skills are a must as this position communicates to a number of people across the club. You need to have previous all round office and accounts experience and possess good time management skills. Suitable candidates will have a professional work attitude and be comfortable working independently.

To apply - Please email [treasurer@myc.org.au](mailto:treasurer@myc.org.au)