



## Position Description

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| Job title:      | Bookkeeper                                  |
| Award:          | SCHADS                                      |
| Classification: | Level 2 – pay point dependent on experience |
| Reports to:     | Operations Manager                          |
| Status:         | 0.6EFT                                      |
| Date updated:   | November 2022                               |

### Job Purpose

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Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

This role is responsible for providing bookkeeping and administrative support to the Operations Manager and organisation. The Bookkeeper will be responsible for bank reconciliations, month end journals, managing accounts payable and receivables and other ad hoc duties in a timely manner.

### Key Responsibilities

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- Bank & credit card reconciliation via XERO, including following up with relevant staff members to retrieve receipts
- Processing invoices and bills
- Managing accounts payable and accounts receivable to ensure timely payments are made
- A focus on providing excellent service through effective communication skills
- Strong Microsoft computer skills (Excel, Word & Outlook)
- Supporting landline management where applicable
- Office and reception management when required
- Assist with Fleet vehicle management
- Assistance with compilation of timesheets and provision of necessary fortnightly information to outsourced payroll provider
- Attending to customer or supplier inquiries regarding accounts and providing documents when necessary
- Preparing quotes and supporting costing process for our Social Enterprise
- Assist in the maintenance of the asset management system.
- Risk assessment and sense checks with onboarding and payments of new suppliers
- Ad hoc duties as required



## Key Selection Criteria

### Experience, Qualifications & Skills

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- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal and Torres Strait Islander people
- Understanding of the specific cultural and historical and contemporary issues that impact on Aboriginal and Torres Strait Islander people, particularly in response to intergenerational trauma and the Stolen Generations
- A qualification in Business Administration or similar and/or demonstrated experience
- Experience using an accounting software is highly desirable, particularly Xero
- Well-developed skills in establishing and managing stakeholder relationships
- High level written and oral communication skills
- Well-developed time management skills
- Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet.

### Required

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Appointment may be subject to satisfactory completion of screening requirements including but not limited to:

- A current or willingness to obtain a Working with Children Check and Police Check
- A valid Victorian driver's license

### Personal Attributes

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- Able to contribute to a positive working environment
- Ethical, honest and intuitive
- Self-disciplined and motivated
- Analytical and determined
- Ability to work under pressure and autonomously
- Good team player
- Strong attention to detail

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.