

ACCOUNTS PAYABLE & PAYROLL OFFICER

The Company / Property

Pacific Bay Resort is one of Coffs Harbours largest resort properties. Beautifully located on the beach, Pacific Bay Resort is only 10 minutes' drive from Coffs Harbour, which is one of the most beautiful coastal towns in New South Wales.

In exciting times ahead, our growing property will be the site of the Pacific Bay Studios - feature film and post production studios as well as 2 new hotels, an art gallery, a memorabilia museum, new restaurants and other facilities.

We now have an exciting opportunity available for an immediate start, for an experienced and detail orientated **ACCOUNTS PAYABLE AND PAYROLL OFFICER** to join our team. This opportunity would also suit a newly qualified Finance graduate looking to grow into this expanding role.

The Role

The role requires the processing of the weekly payroll for approximately 75 staff, maintaining employee records, the entering of supplier invoices, weekly electronic transfer of payments to suppliers, monthly reconciliation of Supplier Statements and company credit cards, petty cash reimbursement and to provide general assistance to the Finance Manager when required.

To be successful in this role you will possess the following:

- Previous experience in a similar role in a similar size establishment would be an advantage but training will be provided
- You will have outstanding verbal and written communication skills
- Be extremely organised and be able to manage conflicting priorities
- Be computer literate with high volume data entry skills
- Excellent time management, problem solving and analytical skills
- Have a high degree of attention to detail and be able to provide accurate reports and advice
- Experience in QuickBooks & Wage Easy an advantage
- Your own reliable transport

If you believe you meet all the criteria above, please forward your application to our Group Financial Controller at ohs@bonvillegolf.com.au

Whilst we value every application, only those applicants that can demonstrate in their submission that they meet the required criteria will be considered and only those that are shortlisted for an interview will be contacted.