

ACCOUNTS /BOOKKEEPER

Position Title: Accounts / Bookkeeper
 Salary: Negotiable (based on experience)
 Terms of Contract: **Part-time (16hrs/week) Salary pro rata**

Background

The Art House, Wyong Shire Performing Arts and Conference Centre (The Art House) is a performing arts centre. Located in Wyong town centre on the Central Coast, The Art House is a catalyst facility for the region and supports local and touring professional and amateur arts as well as conferences and functions. Its program consists of hires, purchased productions and in-house productions.

The Art House comprises:

- a 500 seat Proscenium Arch Theatre with automated full fly tower
- a flexible Studio Theatre space with a 130 people seating capacity (and the ability to use the space for rehearsals, performance, functions and conferences)
- display foyer with café and bar
- box office
- catering facilities (including a commercial kitchen)
- a meeting room

KEY RESPONSIBILITES

Responsible for accounts payable, accounts receivable, payroll, monthly processing of accounts for purposes of management reporting/budgeting and other administration duties as required.

SUPERVISION

Reporting to	Executive Director
Direct reports	N/A

ROLE	
	Essential Criteria
	<p>Essential</p> <ul style="list-style-type: none"> • Sound knowledge of accrual accounting principles and experience in producing accounts to trial balance. • Extensive experience using MYOB accounting software. • Payroll experience and working knowledge of entitlements and deductions. • High degree of administration and computer skills • High level of accuracy and attention to detail • Well-organized, detail-oriented and ability to multi-task • The ability to work effectively as part of a team • Highly developed written and oral communication skills <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a non-profit accounting environment • Experience with arts organisations
QUALIFICATIONS AND EXPERIENCE	
Qualifications	<ul style="list-style-type: none"> • Minimum five years experience as an Accounts Payable or Receivable Officer or Book keeper • Advanced MYOB skills
SKILLS AND CAPABILITIES	
Finance	<ul style="list-style-type: none"> • Assist in the efficient management of accounts payable including processing tax invoices, preparing electronic payments and sending remittance advices • Manage all Café / Bar monetary operations including reconciliation of floats and banking • Reconciliation of bank accounts • Manage, process financial data and reconciliation of corporate credit card statements • General Ledger Reconciliations & General Journals • Reconciliation of prepaid ticket sales • Reconciliation of monthly gift voucher register • Assist with preparation of Hirers reconciliations • Processing financial data for bank deposits • Processing of other financial data as directed by the Executive • Oversee management of debtors and creditors. • P&L and Balance Sheet management • Chart of accounts management • Any other reasonable duties as directed by the Executive Director.

General/ Administration	<ul style="list-style-type: none"> • Filing of financial documents • General administrative duties • Work with Executive Director to develop policies and procedures across the finances • Assist in preparation for the yearly audit • Attend staff meetings • Processing of other financial data as directed by the Executive • Any other reasonable duties as directed by the Executive Director • Provide excellent customer service and communication skills • Liaise with the Venue Services Manager to raise invoices and settle events in a timely manner • Liaise with Box Office staff in order to efficiently process ticket sales data • Liaise with Café Manager in order to efficiently process bar sales data
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal and leadership skills • Highly developed written and verbal communication skills. • Ability to meet strict deadlines while maintaining accuracy. • Ability to independently set priorities, manage time and problem solve • Ability to work effectively both independently and in a team environment.
RELATIONSHIPS	
Key Internal Stakeholders	<ul style="list-style-type: none"> • Board of Management, staff, visiting artists, visiting touring staff, service contractors, suppliers
Key External Stakeholders	<ul style="list-style-type: none"> • General public, hirers, touring companies, patrons • Local, State & Commonwealth Government departments
Conditions of Employment	<ul style="list-style-type: none"> • The Accounts /Bookkeeper is employed under the conditions of the Live Performance Award • The position is subject to the venue operating as a financial going concern which includes funds received through grants which may be subject to performance requirements and conditions • The ordinary hours of work for this position is 16 hours per week

The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.