

## Bookkeeper/Administration Support

**Package: \$60k including superannuation**

**Location: Melbourne – Bayside/South Eastern Suburbs**

The Australian Glass & Glazing Association is the peak body representing state association members and individual companies covering glass manufacturers, processors, merchants, glaziers and suppliers of supporting machinery, services and materials.

You will play a pivotal role in assisting with the general finance needs of the Association as well as the smooth administrative operation of the office. The successful candidate will have proven bookkeeping experience and will be able to work well both under instruction and independently.

### **Job responsibilities will include:**

- Invoicing including collections
- Cash Payments
- Bank Reconciliations
- Preparation of Business Activity Statements
- Member liaison – including the processing of new member applications, member payments, collection of members fees and maintaining member database.
- Administration support – answering phones, correspondence with key stakeholders, implementation of Association programs and assist marketing department with external events.
- Support for committees and meetings as directed, including preparation of agendas and minutes.

### **Skills, qualifications and attributes:**

- MYOB experience and knowledge is essential
- Quickbooks experience advantageous.
- Advanced skills across Microsoft Office products
- Previous experience in bookkeeping and administration roles
- Passion for building strong relationships with clients/members
- Professional written and verbal communication skills
- Problem-solving skills
- Ability to work to deadlines
- Strong time management skill
- Experience working for a membership based association/organization is highly desirable.

This is a full-time position and available for immediate start.

To apply, please forward your resume accompanied by a cover letter addressing your suitability in relation to the above requirements to [nancy@agga.asn.au](mailto:nancy@agga.asn.au) or contact Nancy on 03 8669 0170 for further information.

Only short-listed applicants will be contacted.