

KILMORE – St Patrick  
BROADFORD – Our Lady Help of Christians  
WALLAN - Our Lady of the Way  
WANDONG – St Michael



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**Parish Priest:** Fr S Marneni MSFS

#### VACANT POSITION - BOOKKEEPER

In the parish of St Patrick's our goal is to establish a healthy sustainable Parish that continues to build on our strong relationships within the Community.

To help us start moving towards our future vision, we are seeking a Part Time (5 hours per week) Bookkeeper who will be given responsibility for the day to day financial and asset management tasks and the management of the Payroll for the Parish.

In this role, you will be responsible for key areas such as (but not limited to):

- Invoicing
- Accounts Payable and Receivable
- Business Activity Statements
- Payroll management and processing
- Thanksgiving Program

To be successful in this role, you will need to have:

- Experience in managing Accounts Payable and Accounts Receivable
- A confident working knowledge of Microsoft Excel
- An understanding of the function of Payroll and the relationship to Industrial legislation such as (Awards, National Employment Standard, Superannuation Guarantee, Taxation etc.)
- Experience in managing payroll records using a dedicated payroll software package such as Pay3k or similar
- Familiarity with the Software package "Parish On Line"

As a committed member of the team you will display the following attributes:

- Ability to recognise when something doesn't look right and put corrective actions in place
- An enjoyment of proactive continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Openly seeks feedback on own performance with a willingness for personal development
- A high level of integrity, honesty and confidentiality

Other Relevant Requirements:

- Working with Children Check
- Police Check (new check required)

Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by Wednesday 1<sup>st</sup> April 2020. Please submit a cover letter addressing the key selection criteria along with a current resume. For further information, contact Suzette Diaz, HR Partner on 03 9926 5615

***The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.***