



Job Description - Senior Bookkeeper

- Full time employment with room for growth and development.
- This role offers a great work environment with a professional and friendly team.
- Innovative, Global Company based on Southern Gold Coast/Northern NSW.

About

The Beach People are makers of Seaside Luxe essentials, globally known for our original round towel. We have a unique opening for the right person to join our finance team in the role of Senior Bookkeeper. This role provides support to the Finance Manager and is accountable for all functions of bookkeeping required to accurately maintain and substantiate the General Ledger for multiple entities. The ideal candidate has proven experience in all aspects of bookkeeping with strong reconciliation skills, excellent attention to detail, experience working with multiple entities and currencies, and a passion for numbers. They are friendly, outgoing, self-motivated, a problem solver, a great team player and dedicated to the brand, #mustloveroundies.

Responsibilities

Data entry as required performing regular daily duties.

Maintaining the integrity of the General Ledger and substantiating the data as part of the reconciliation process.

Processing and Management of Accounts Receivable and Payable.

BAS, IAS, VAT, and California Sales Tax Compliance Reporting

Ad Hoc Reporting as required by Management.

Accounts Administrative Support.

Support to the Sales, Customer Service, and Operations teams.

Essential Skills

Min. 3 yrs proven experience in a Senior Bookkeeping Role.

Strong reconciliation's skills with a thorough understanding of the General Ledger.

Proficient in Xero and Excel. Netsuite exposure is an advantage.

Experience in working with Multiple Entities / Currencies is essential.

Proven experience in compiling BAS Reports. VAT / CA Sales Tax Reporting an advantage, but not essential.

Accounts Payable and Receivable experience.

Exposure to maintaining eCommerce financial information is an advantage.

An understanding of merchant gateways and online banking systems.

Other Requirements

Must be an Australia Resident.

Fluent in other languages an advantage but not essential.

This is an amazing opportunity to join a stable and dynamic business that promotes work life balance. In addition, you will have the opportunity to work in a friendly, supportive and professional work environment, where you will be able to pursue long term career opportunities. If this sounds like your dream job, please submit your resume and cover letter to lstewart@thebeachpeople.com.au