



POSITION PROFILE: Bookkeeper

Position Profile

Position: Bookkeeper

Reporting to: CEO, Performing Lines and
Accountant, Artistic Accounting P/L

Engagement: 14-18 hours per week

Salary: Hourly rate as agreed

Purpose

Performing Lines seeks an experienced and enthusiastic bookkeeper to provide accurate and timely accounting services.

Performing Lines

Performing Lines develops, produces and tours new Australian performance nationally and internationally. We work across all genres including physical theatre, circus, dance, indigenous and intercultural arts, contemporary opera, music, puppetry, theatre and hybrid performance. You can find out more about us here: www.performinglines.org.au

Qualifications & experience

The ideal candidate will be MYOB proficient, have at least three years of relevant bookkeeping experience (ideally in an arts or arts related environment) and have a solid working knowledge of Excel, Word and Outlook. While not essential, knowledge of the contemporary arts environment is helpful.

A people person, you love detail, communicate well and be highly organised. You have a proven ability to work well and with initiative under pressure and effectively prioritise work.

Key accountabilities

The Bookkeeper works alongside the Accountant, CEO, staff of Performing Lines, and artists/arts companies to:

- maintain accounts payable and accounts receivables
- reconcile bank accounts monthly
- maintain petty cash accounts
- prepare weekly payroll
- prepare monthly superannuation returns
- annual PAYG returns
- enter job budgets into MYOB
- prepare job budget analysis reports for Manager review and prepare correcting journal entries as directed
- oversee general financial administration (including filing & archiving and supplying reports as required and assisting with grant acquittals).

Selection criteria

1. 3-5 years experience as a bookkeeper in a similar role.
2. Knowledge and awareness of accounting / bookkeeping issues for the not-for-profit sector (for example wage, superannuation per diems and PAYG tax treatment).
3. Demonstrated ability to work with a high level of initiative to tight deadlines and provide innovative thinking.
4. Effectively and actively participate as part of a team.
5. A thorough working knowledge of Microsoft Excel, Word and Outlook programs.
6. Excellent oral and written communication skills.

How to apply

Please include the following in your application:

- a statement of no more than two A4 pages addressing each selection criteria demonstrating how your experience meets each requirement
- a current curriculum vitae or resume, including full contact details of two referees

Please email your application by with **'Bookkeeper'** in the subject line to: administration@performinglines.org.au by **5pm on Monday 30 January 2012.**

If you have any queries please contact Sue Procter, Accountant Performing Lines: sueprocter@optusnet.com.au