

Bookkeeper

Part time (20-25 hours per week)

Temple Beth Israel (TBI) is a Progressive Jewish congregation which provides a spiritual community through a contemporary approach to Jewish practice and a commitment to Jewish tradition, culture and education. As well as the synagogue, TBI comprises the TBI Tamid program (providing Jewish tuition for children who do not attend Jewish schools), the Netzer youth group, and an ever growing number of diverse volunteer and learning groups. TBI has links with the Progressive Jewish Cultural Fund (PJCF), the Council for Jewish Education in Schools (CJES), Progressive Judaism Victoria and the Union of Progressive Judaism. In the general community, TBI relates with many religious, health, educational, and social service organizations and actively participates with them.

Organisation Structure

This position reports to the Executive Director.

Overview

This role is responsible for management and reporting of all company accounting responsibilities and ensuring that TBI is meeting its statutory and legislative requirements.

Hours of Work

Normal hours of work will be mutually agreed.

Key Responsibilities

This role requires the successful candidate to perform the following duties:

- Banking and petty cash reconciliation
- Accounts payable and receivable
- P& L, Balance Sheet, BAS lodgement and EOM reporting
- Budgeting Payroll, ensuring superannuation compliance
- Funding acquittals
- Reconciliation
- Prepare financial information as required by appointed Board members
- Participate (and report) in monthly Finance committee meetings
- Oversee insurance requirements for both TBI and PJCF
- Maintain bank accounts
- Oversee compliance and ensure activities conform to organizational standards and requirements.
- Remaining up to date with migration/visa requirements for international employees
- Process and manage the flow of donations to CJES and PJCF

- Manage payroll, including the management of rabbinic remuneration packages
- Prepare and submit grants - local and state government:
 - monitor expenditure of grants
 - prepare final acquittal reports for grants received during the year
- Prepare and submit statutory and statistical returns with various government authorities (not tax related)
- Interact with the external auditor to assist in the completion of the audit of the three entities
- Undertake insurance reviews
- Attend meetings – finance meetings, trustee meetings (PJCF)

Required Competencies

- Minimum qualification of Certificate 4 Financial Services Bookkeeping
- Demonstrated minimum 5 years' experience and knowledge of all accounting and bookkeeping practices and procedures
- Advanced knowledge and experience in Xero software and advanced Excel skills
- Attention to detail and ability to work to deadlines
- Numerical skills in reconciliation and statistics
- Data entry skills
- Advanced understanding of payroll legislation compliance and processes i.e. Tax, superannuation
- Ability to interpret awards and relevant legislation
- Excellent written and verbal communication skills
- Ability to document and record relevant information
- Ability to meet compliance requirements
- Demonstrated problem solving skills
- Ability to work unsupervised and in a team environment

Please direct enquiries or submit applications (including CV) to:

Mike Gregory (Executive Director)
info@tbi.org.au