



Saltbush
SOCIAL ENTERPRISES

ACCOUNTS & PAYROLL OFFICER

Darwin

Saltbush Social Enterprises is a not-for-profit organisation leading the way in providing responsive and outcome focused services particularly to disadvantaged and at-risk Indigenous people and their families.

Saltbush is seeking a self-motivated, Accounts & Payroll Officer to manage the end-to-end function of Accounts Payable, Accounts Receivable, Payroll, Administration, and other Financial Operations as directed.

Reporting into the Chief Financial Officer, you will receive support and guidance on an on-going basis, and you will have a strong focus on continuous improvement initiatives working with a forward thinking solution driven team.

In this role, you will also be responsible for managing data entry, statement reconciliation, customer invoicing & receipting, debt collection and fortnightly supplier payment runs.

You will manage and maintain the Saltbush Payroll platform, Employment Hero, and liaise with the HR team to provide any assistance for the HR online platform as required.

Ideally you will have MYOB AccountRight experience, a Diploma of Accounting and experience in a similar role.

We are looking for someone who is highly organised with demonstrated time management skills and the ability to manage multiple priorities and meet deadlines with an ability to take initiative when working alone as well as having the ability to interact and work as part of a team.

For a Position Description or to apply for this role, go to our website www.saltbushnt.org.au/careers. To discuss the position or the benefits of working with Saltbush, contact Dani Eveleigh at dani@saltbushnt.org.au or phone 0455 110 500.