SWINBURNE BOOKSHOP CO-OPERATIVE

JOB DESCRIPTION FOR THE POSITION OF

BOOKKEEPER

RESPONSIBILITY

The position is responsible to the following positions:

- Managing Director
- Accountant

Responsible for:

- Accounts Clerk
- Cashiers/Registers

DUTIES:

(D) = Delegated

Daily:

- Day Book
- Staff Boards
- Morning registers procedures (D)
- ATM
- POS Reports
- XL Reports
- Banking (D)
- In Trays

Weekly:

- XL Reports
- End of Day and Week Procedures
- ATM Balancing
- ATM Cheque (D)
- Other Campus Banking
- Invoices (Enter Expense Invoices)
- Debtors Cheques (account payments)
- Bank Balance
- Overseas cheques
- Updating Accounts
Fortnightly:

- Salaries

Monthly:

- End of Month Procedures Creditors
- End of Month Procedures Debtors
- Chase Up Overdue Debtors
- Printing of Statements
- Dispatch of Statements (D)
- Autopayments cheque for stationery and books
- Autopayments Expenses
- Remind the Systems Administrator re sending reports to University Finance Departments
- Master Card Reconciliation
- Bank Reconciliation
- ATM Reconciliation
- DETYA Reports
- Superannuation
- BAS - Relevant Reports
- Term Deposits
- Food Purchases
- Check EFTPOS Rolls
- Check University Accounts
- Payroll Tax
- Write Up Cheques
- Allocate DETYA
- Allocate Mastercard Payments

6 Monthly:

- Check shop use stationery and order, this includes, cheques, invoice pads, credit note pads, membership cards, ATM rolls, banking bags and statement pads.
- Check other Branches Banking Procedures
- Director’s Cheques
- Support the running of the Bookshop at the Rush Periods
- Keep Abreast of Relevant Changes and New Requirements in Relation to Superannuation and ATO Updates. ie. BAS, Payroll, FBT, PayAsYouGo and Workcover etc.

Annual:

- End of Year Reports
- POS End of Year Reports
- Calculation of Group Certificates (monitor and check)
- Summary totals of Cash Book and Receipt Reports
- Gift Voucher and Credit Note Update XL
- Memorabilia cheque to University
• Assist Auditors
• Archiving
• Birthday Roster
• Christmas Closure/Holiday Roster
• Christmas Leave Applications for Staff to Verify and Sign
• Update of Staff Details
• Update Staff Board for New Year.
• Review Accounts Manuals and Procedures and Make Any Relevant Changes.

SKILLS:

The following skills are highly:
• Organised
• Flexible
• Computer Literate
• Banking Knowledge
• Bookkeeping
• Accounting to Trial Balance
• Accuracy
• Internet Experience
• Experience in operating Computer Hardware e.g. printers, etc.
• Communication Skills
• Ability to Think Laterally
• Keep a diary
• Booknet Experience helpful
• Register experience
• Cash Handling

POSITION RATING: HEW 5 Salary Range

TIME FRACTION: Full Time

INCUMBENT: