



Bookkeeper Job Description (10th March 2022)

The Bookkeeper supports the School Finance Team to ensure Finance and Administration tasks functions of the school are well processed.

The position holder's duties, under the direction of the School Finance Coordinator, include:

- assist day to day finance tasks;
- support payroll;
- support entering new employees into payroll and process fortnightly pay runs (including the processing of all leave applications and salary adjustments) support process quarterly superannuation payments;
- support with providing payroll information to Accounts including fortnightly cash flow, monthly payroll tax exemptions, PAYG, BAS and superannuation reporting;
- support with performing year end payroll processing;
- support with calculation and lodging Workers' Compensation claim reimbursement forms;
- support creditors, banking and reconciliations;
- support debtor management;
- support and processing EOM and EOY rollovers;
- engage in the school community, the mission of the school and be willing to learn more about the school ethos and Steiner Education;
- work in a professional and supportive way with a range of stakeholders to ensure compliance including education staff and school parents;
- maintain Staff Leave Register
- other finance and administrative duties as required.