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# Finance Accounts Coordinator

Small, friendly office in the Sutherland Shire with flexible work hours

Permanent Part-Time (FTE 50% - 5 days per fortnight or shorter hours over 4 days)

We're on the lookout for a *numbers-loving superstar* to join our team!

In this role, you'll collaborate closely with the Managing Director and team members in our office. We're seeking a self-starter with strong analytical skills to oversee financial operations and reporting. A solid track record of experience and a trusted employment history are essential.

If you're a Xero Accredited Advisor (or working towards it) with medium to advanced Excel skills and a passion for problem-solving, we want to hear from you!

This role offers a dynamic mix of financial responsibilities—ranging from data entry to management-style accounting and reporting.

## KEY RESPONSIBILITIES

### • *Day-to-day financial management*

Manage accounts in box, bank reconciliations, all outgoing payments

### • *Manage client & supplier accounts*

Invoicing, manage overdue accounts using Creditor Watch, issuing refunds, credit accounts, managing purchase orders and receipts.

All aspects of accounts payable function.

### • *Payroll & Wages*

Fortnightly payroll, staff expenses, wage allocation to work divisions/job categories, monthly wages journals.

### • *Reporting & Analysis*

Job cost analysis, sales budget, cashflow and various other preparation of financial and management reporting.

### • *Process Improvement*

Support and develop efficient workflows using existing software solutions.

## ESSENTIALS

*Happy positive self-starter who can work independently and thrives on continuous improvement*

- Xero Accredited Advisor (or strong experience with Xero)
- Medium to advanced Excel skills – ability to create reports and analyze data
- Highly analytical and detail-oriented with strong problem-solving skills
- Strong communication skills and ability to liaise with internal and external stakeholders
- Experience in a trade-based business is an advantage
- Support someone looking to become a registered BAS agent

***Peace of mind guaranteed from start to smooth finish***

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## **BENEFITS**

- Flexible hours – work close to home in The Shire
- Supportive, friendly team in a stable, long-term role
- Opportunity to contribute to business growth with reporting and insights
- Work in a trade-based industry where your financial expertise makes a real impact
- Award winning business, leader in our field, established in 2004.
- Work directly with the Managing Director

*If you're looking for a role where you can use your financial expertise, drive process improvements, and enjoy a work-life balance, we'd love to hear from you!*

**Please send your resume to [deb@greaterglass.com.au](mailto:deb@greaterglass.com.au)**

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