

## **Book Keeper - Xero Certified - Work From Home**

### **About the Job**

We're in search of a Part-Time proficient Bookkeeper to handle our fiscal documentation encompassing sales, payments, and receipts. The role requires approximately 10-12 hours of work per month.

### **Roles and Responsibilities**

1. Reconcile bank and credit card accounts for Australian Client
2. Conduct weekly/monthly reconciliation of all financial transactions, accounts and payments
3. Report & produce financial statements on a regular basis
4. Process payroll in a timely manner, if required
5. Provide clerical and administrative support to management when requested
6. Other office duties as and when requested by the management

### **Required:**

Incumbent must have

1. Knowledge of **Australian GST**
2. Minimum 1 year book-keeping experience required.
3. Working knowledge of Xero

To submit your application, please send your resume and/or cover letter to [hr@esperance.group](mailto:hr@esperance.group) via email. Kindly provide your anticipated hourly rate