

The Geological Society of Australia Inc
Book-keeper Position Description
Position Description updated 1st September 2016

Location: Hornsby

Clerks Private Sector Award 2010

Classification: Level 3

Part-time position

14 hours per week, based on 7 hours per day worked between the hours of 9.00am - 5.00pm
includes 1 hour lunch

Salary: \$50,000 + superannuation

2 days per week pro-rata

About the organisation

The Geological Society of Australia (GSA) was established as a non-profit organisation in 1952 to promote, advance and support Earth sciences in Australia. The Society's members represent all Earth science professions, including geologists, geophysicists, geochemists, palaeontologists, geotechnical and engineering geologists, environmental geologists, and associated professions. Members are located throughout Australia and internationally and are employed by the minerals and petroleum industries, government departments, research and education institutions and consultancy groups. The primary function of the business office is the professional delivery of member services and to position the GSA as the preferred choice for all geoscientists in Australia.

About the role

The Book-keeper is responsible for the financial reporting and administration of member services for the GSA. You will also be using your communications skills to build on existing relationships with volunteers. The book-keeper reports to the CEO.

Key responsibilities of this role are to ensure the GSA financial records are accurate and to provide administrative and membership support.

Financial

- Prepare weekly bank reconciliation
- Process membership payments.
- Ensure membership database batches reconcile to bank statements.
- Generate invoices as required.
- Finalise credit card statement reconciliations for Divisions and Specialist Groups.
- Support the CFO in the preparation of the monthly Division and Specialist Group Financial Reports.
- Perform general office administration and other ad-hoc duties as required, including but not limited to postal tasks.
- Comfortably respond to member queries.
- Perform other duties as required and instructed by the CEO.

To be considered for this position your application must demonstrate the desirable skills and attributes for this position

- Proficiency in Microsoft Office (Excel including experience with multiple linked spreadsheets and worksheets, Outlook and Word).
- A demonstrated working knowledge of MYOB across all modules.
- A demonstrable capacity working with membership data bases.
- Ability to handle multiple tasks simultaneously and with attention to detail.
- Excellent verbal and written communication skills.
- Ability to take a practical, pragmatic and 'hands on' approach.
- A pleasant and helpful phone manner is essential.
- You will be an open communicator who is flexible, accountable and comfortable working in a small team.

Only Australian or Permanent Residents need apply.

For more information contact: Tom Soleymanbik (02) 9290 2194 or email accounts@gsa.org.au

Send your application addressing the above criteria and references to: accounts@gsa.org.au by the close of business on the 27th, September 2016.