

Internal Position Vacancy**Payroll Officer / Accounts Payable Officer**

Our accounting team is seeking a new member to join us as a payroll officer and an accounts payable officer for the Paddy Pallin and Outdoor Agencies companies.

Full Time-Permanent or Part-Time Permanent

While traditionally the role has been a full-time position, either role could be performed on a permanent part-time basis. Hence applicants seeking part-time employment are also encouraged to apply.

Key responsibilities - Payroll

- Using our ADP software, process casual wages each fortnight, and salary payments for permanent staff monthly.
- Maintain the payroll database of new staff, terminating staff and ongoing changes.
- Interpret the rules surrounding payment to staff covered by the Retail, Storage Services and Clerical Awards.
- Manage the payroll communications between systems such as Tanda and Citation.
- Year-end payroll activities.
- Payroll reporting (including workplace gender reporting) and Payroll Tax.

Key responsibilities – Accounts Payable

- Receive and sort invoices.
- Monitor email for invoices sent electronically.
- Using our Pronto software, process authorised invoices and credit notes.
- Reconciliation of suppliers' accounts.
- Manage queries relating to payments to suppliers.

To be successful in this position you will likely possess:

- Experience in both or either of the specific roles, or a fast learner with experience in other accounting or office-based roles.
- Confidentiality.
- Confidence in identifying and implementing systems improvements.
- Proven ability and desire to work as a member of a small team.
- Confident verbal and written communication skills.
- Experience using the Pronto Accounts Payable, ADP Payroll and Tanda time and attendance software would be advantageous, but not a prerequisite.
- Good knowledge of MS Excel.

What's on offer:

- A salary to attract the right person.
- Access to generous staff prices.
- Potential to work one day per week from home.
- The opportunity to work with a caring and fun team.



"It is the journey that matters not the arrival."

Paddy Pallin 1900-1991