

## Assistant Accountant – Full Time – Min 35 hours per week

### About us

The Mac is a dynamic small mutual financial institution that operates predominantly in the South Western Sydney growth corridor. Our philosophy remains as it was at our inception in 1971. We build trusted long-term relationships, we have competitive, transparent products and have supported the local community for over 50 years. Through fostering these long-term relationships with members, staff and suppliers, we aim to continue to provide products and services that are relevant and meet our needs and those of our members.

### The Role

The Assistant Accountant is responsible for day to day accounting tasks of the Credit Union. Working closely with the Financial Accountant to ensure transactions are accounted for correctly, reconciled and reported, and are in line with statutory and organisational obligations.

Key responsibilities include:

- Maintenance of investment portfolio and liquidity reporting
- Daily statement journal processing & bank reconciliation
- Management of the accounts payable & accounts receivable function
- Assistance in month end processes and reconciliations
- Fixed asset register
- Assistance with a variety of returns (incl. BAS, IAS, FBT & APRA reporting)
- Various reporting and administration activities
- Problem solving support and other organisational financial queries.

### Experience, skills & key attributes

We are looking for an enthusiastic team player ideally with at least 2 years experience in a similar role. This is a busy role with competing priorities and deadlines, therefore the ability to prioritise your day, multitask and work under pressure is essential.

**If you feel you are suitable for this role, please send your cover letter and resume to [finance@themaccu.com.au](mailto:finance@themaccu.com.au) by close of business Friday 17th November 2023.**