

POSITION DESCRIPTION

ACCOUNTANT

Reports to: General Manager Finance and Administration

Sculpture by the Sea Incorporated is a not-for-profit company, which runs an annual series of free to the public outdoor sculpture exhibitions held at Bondi in Sydney and Cottesloe Beach in Perth each year. Featuring around 170 sculptures of all types and sizes and visited by an estimated combined 650,000 people, the exhibitions have become a major feature on the Australian cultural calendar attracting artists from across the world.

The position reports to and assists the General Manager Finance & Administration in the maintenance of accurate accounting records and the day-to-day financial management of *Sculpture by the Sea* with the following responsibilities

- Maintenance of General Ledger integrity including account and job code updates, synchronisation between databases, system updates, card consistency between databases and with the CRM system ACT, sale item updating and management of recurring transaction templates.
- Processing of fortnightly and weekly payroll, including assigning employee costs to account and job codes consistent with the budget, for review and authorisation by the GM, Finance.
- Accurate accrual and timely payment of all payroll liabilities, such as Superannuation and PAYG, and Single Touch Payroll lodgements.
- Preparation of year end payroll reconciliations and preparation of payment summaries for review.
- Timely, accurate processing of all payables, verifying appropriate authorisation, account and job coding and GST status, with clear descriptive narrative entered in MYOB.
- Timely accurate invoice preparation, verifying account and job coding, GST status and payment terms. Timely application of receipts.
- Weekly reconciliation and reporting on AP and AR balances in each database, to GM Finance and Founding Director.
- Daily cash handling and preparation of banking, deposited weekly or as required
- Monitoring of cash flow and maintenance of bank account balances, setting up transfers as required to/from high interest accounts, and recording the transfers in MYOB.
- Weekly review of bank balances to ensure all bank transactions are entered in MYOB, with monthly MYOB reconciliations printed and filed with statements.
- Monthly processing and reconciliation of credit card statements, verifying receipts, authorisation, account and job coding and GST status. To be completed within two weeks of statement end date.
- Monthly reconciliations of all other Balance sheet accounts in the SXS database, for review with GM Finance.
- Assisting the GM Finance in accounting for and paying exhibiting artists the funds held on their behalf from sales and other sources within 10 weeks of exhibition end date.
- Assisting the GM Finance with the preparation of ATO reporting requirements including GST compliance, monthly BAS preparation, FBT return and deferred GST on import reconciliations.
- Preparation of the information requirements of the auditors and initial point of contact for audit queries, plus assistance with preparation of year end reporting and financial statements.
- Maintaining the filing system for accounts, with all payroll, creditors and bank and credit card statement filing to be completed fortnightly, except during exhibition periods.

- Month end review of SXS Profit and Loss and balance sheet vs budget with the GM Finance, prior to email distribution of Exhibition P&Ls vs Budget incl account activity detail for the current Exhibition job code.
- Assistance with financial process review and improvement initiatives across the organisation.
- Other ad hoc tasks as required

Exhibition Mode

During each of the exhibition periods, the GM Finance and Accountant take on the added responsibility of managing the Merchandise Sales and Donation collecting activities onsite. The position would involve travel to Cottesloe for approximately 3 weeks in March of each year for the Cottesloe Exhibition. Duties include but are not limited to:

- Set up and training of volunteers on Square Point of Sale iPads used to sell, record card and cash payments and verify daily stock counts at each sale location
- Daily collection of all donations from sites around the exhibition.
- Daily cash counts, reconciliations and amalgamation for Express deposit banking
- Liaison with the Sculpture Sales team to ensure fast accurate processing of Sales invoices with full artwork details.

The post requires an enthusiastic, organised individual who enjoys working with a wide range of people and would suit a partially qualified or recently qualified accountant seeking an entrance to an interesting; non-traditional accounting career path. The position is full time but has the potential to be part-time in the period June to August.

Essential Criteria

- A relevant degree (minimum requirement)
- Intermediate to advanced MYOB skills
- Intermediate to advanced Excel skills
- Excellent communication and administration skills
- Excellent organisational skills
- Effective time management and ability to prioritise tasks
- A professional approach and strong work ethic
- An interest in the arts and a desire to contribute through your work
- A current NSW Drivers Licence
- Knowledge of ACT or an equivalent CRM database would be helpful.

Start Date

The role will commence as soon as possible.

Information regarding Sculpture by the Sea can be found at [www. sculpturebythesea.com](http://www.sculpturebythesea.com)

To Apply

Email or post a cover letter detailing your interest in this job and suitability for the role, and accompanying CV to Suzie Clark by email (see details below) or post to: Sculpture by the Sea, PO Box 300, Surry Hills, NSW 2010.

Application Deadline

Please submit your application by Friday 7 May 2021

Enquiries

Suzie Clark T: 61 2 8399 0233, or E: suzie.clark@sculpturebythesea.com