

Job Description

Role: Exhibition Accountant
Permanent Full Time

Sculpture by the Sea seeks an **Exhibition Accountant** to join the team. The Exhibition Accountant role is permanent full time and based in Sydney. The role reports to and assists the General Manager Finance & Administration in the maintenance of accurate accounting records and the day-to-day financial and systems management of *Sculpture by the Sea*.

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. The organisation has a \$5 million annual turnover and a core staff of 18. In addition, it also manages annual sales of some \$2 million worth of sculpture as agent for the artists. The organisation is also managing the development of a Snowy Valleys Sculpture Trail.

Day to Day Responsibilities

- 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 Single Touch Payroll EOFY finalisation 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.
- Processing and reconciliation of credit card transaction feeds and statements, verifying receipts, authorisation, account and job coding and GST status. To be completed within two weeks of statement end date.
- 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
- Weekly review of bank balances to ensure all bank transactions are entered in MYOB, with monthly reconciliations saved to PDF and filed with PDF bank statements.
- 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.
- Assisting the GM Finance in accounting for and paying exhibiting artists the funds held on their behalf from sales and other sources within 12 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, primarily digitally, with all payroll, creditors and bank and credit card statement filing to be completed fortnightly, except during exhibition periods.
- Assistance with financial process review and improvement initiatives across the organisation.
- Potential to take on more financial management and IT duties from the GM - Finance
- Other ad hoc tasks as required

Exhibition Mode

During each of the exhibition periods, the GM Finance and Exhibition 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 and terminals used to sell merchandise and take donations, recording both card and cash payments, which are then verified daily against stock counts at each sale location
- Daily collection of all cash 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.

Essential Criteria

This role requires an enthusiastic and organised individual with good attention to detail. It would suit a qualified accountant seeking an interesting, non-traditional accounting career path. There is potential to grow in the role with a GM Finance who has extensive experience in not-for-profit arts financial management, CRM development, and IT. The position is full time.

- A relevant degree (minimum requirement)
- Intermediate to advanced MYOB skills
- Intermediate 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.
- Experience of working in Microsoft Teams would be helpful

To Apply

Please email a cover letter detailing your interest in the job, suitability for the role and addressing the required selection criteria. Please include a copy of your current resume and email to suzie.clark@sculpturebythesea.com with the subject **Exhibition Accountant Application**.