

Position Description

Role: Accounts Support
Reports to: CFO
Part time: Average 3 days per week, full week Monday 6 Oct
flexible days / mixture of in office / on site / remote
Time Frame: 8 weeks from mid-September

Sculpture by the Sea Incorporated (SXSINC) is a not-for-profit company, which runs an annual series of free to the public outdoor sculpture exhibitions.

The Bondi exhibition starts in October this year and the finance team is looking for accounting support for this busy period primarily regarding volume data processing across Accounts Payable, Receivable and Payroll.

The SXSINC finance team is only two people - the CFO and Exhibition Accounts Manager (EAM). The EAM is on leave 2-16 October inclusive. The Accounts Support role will work full time (or as close to) while the EAM is on leave, and then continue to support the team during the busy period of the exhibition.

We are looking for a flexible worker that may be asked to work different hours on different days / weeks, in the Surry Hills office, onsite at the Bondi exhibition and remotely.

SXSINC is a fun and dynamic environment. Finance needs to ensure approval processes and tracking of expenditure managed during the fast moving exhibition period.

Responsibilities

Accounts Receivable

- Support the AR function including creating exhibition sales invoices, verifying account, job coding and GST status.
- Updating Sales database

Accounts Payable

- Support the AP function including invoice processing - verifying appropriate authorisation, checking account, job codes and GST status, with clear descriptive narrative.
- Payment runs, in consultation with CFO

Payroll – Support fortnightly payroll for core team (15) and weekly payroll up to 100 casuals

- Check rates / settings for new casuals loaded to Xero payroll
- Ensure team timesheets entered by payroll cutoff date and approved
- Check account and job coding for timesheets
- Check leave requests

General

- Employee onboarding support where required
- Expenses / Credit Card processing
- Daily cash collation and data entry for banking
- Other ad hoc tasks as required

Essential Criteria

This role requires an enthusiastic and organised individual with good attention to detail. Requirements include:

- Xero experience, including payroll
- Experience in a high volume processing environment
- Strong excel skills
- Strong communication and administration skills
- Effective time management and ability to prioritise tasks
- 2+ years in an accounting support role

To apply, please send a covering email with your CV to Felicity Conlan, CFO

Email: felicity.conlan@sculpturebythesea.com