

## TEXT PUBLISHING POSITION DESCRIPTION

### Bookkeeper/Finance Coordinator (full or part-time)

#### Selection Criteria:

- First-rate administration and organisational abilities
- High numerical accuracy skills and attention to detail when working at speed
- Advanced skills with Microsoft Office, particularly Excel
- Demonstrated experience in the use of MYOB
- The ability to maintain a calm manner in a high pressure, deadline-driven environment
- Knowledge of the book industry and a love of books would be an advantage

#### Key Accountabilities:

- Perform extensive data entry
- Analyse and report weekly sales data
- Manage accounts receivable and accounts payable
- Process debtor and creditor invoices through MYOB
- Prepare bi-annual royalty statements
- Prepare invoices and maintain invoice records
- Perform general finance duties, including banking and petty cash
- Additional P&L and/or inventory responsibilities may be assigned to the successful applicant, depending on experience.

**Terms:** This position is based in Melbourne, and can be configured as full or part-time depending on the skills and experience of the successful applicant

**Reporting:** To the Finance Manager

**Salary:** To be negotiated with the successful applicant

**Applications:** Must address the selection criteria, and must be received by 9am on Monday 21 May. Send applications including cover letter, CV and response to selection criteria to [applications@textpublishing.com.au](mailto:applications@textpublishing.com.au).