



Position Available May 2020

Nursery & Garden Centre Admin - Bookkeeping
Oxley Nursery – Brisbane QLD

- Work with a friendly and passionate team
- Fantastic opportunity to enter this industry

About the Position:

- Positions is for 3 weekdays (bookkeeping)
- Options for applicants with HR experience
- Located in Oxley, Brisbane's Southwest.
- Permanent / part-time position available 3-5 days per week.
- Award rates + incentives for the right person.

Essential criteria:

Proficient bookkeeping experience, including

- Payment and monitoring of accounts payable
- Balance of tills
- Reconcile accounts & Banking
- Weekly payment of Wages
- Month PAYG
- Quarterly BAS
- EOFY Stocktake & preparation of documents for accountant
- Experience with Reckon software

Personal Essential Criteria:

- Punctual, Friendly and Positive Attitude
- Own reliable transport

Preferable attributes:

- HR Experience
- Local with short commute time
- Plant knowledge
- Current First Aid Certificate
- General computer & admin proficiency

We will only be accepting applications via email - no need to contact the store.