



LOOK FOR THE RAINBOW

Kenmore Park Preschool and
Kindergarten Association Incorporated
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BOOKKEEPER

OUR KINDERGARTEN

Kenmore Park Preschool & Kindergarten is a not for profit community controlled centre of early childhood education, established in 1968. Our double unit centre caters for the educational needs of children aged 3 to 5 years. We are proud to be affiliated with the Gowrie (Qld) Inc.

At Kenmore Park, it is our mission to provide a kindergarten year that is a rich and stimulating experience for the children and that also provides a range of important opportunities that not only prepare children for school but for life.

THE ROLE

The Bookkeeper role at Kenmore Park Kindergarten is pivotal to the smooth running of our centre. The role is responsible for ensuring that the Centre's financial administration is conducted in a compliant and efficient manner as well as maintaining the Centre's General Ledger and payroll requirements. The role will also assist with the office and such other duties as may be assigned.

REPORTING RELATIONSHIPS

The position reports to the Director and the President of the Management Committee.

Other key relationships include with teaching staff and parents.

DUTIES & RESPONSIBILITIES

Key duties and responsibilities required of this role include, but are not limited to the following:

- Maintain the general ledger and payroll using Quickbooks accounting and payroll software.
- Prepare and issue the fees invoices each term
- Record fees payments and follow up with reminders for fees not paid by the due date
- Prepare and issue Family Assistance Office receipts at the end of each term
- Payment of all accounts from either the business investment account (electronically) or cheque account (by cheque) and entering of all data into Quickbooks general ledger. On average 25 – 30 payments per month are issued. Regular monthly payments are for staff superannuation, PAYG to ATO (with BAS), cleaners, consumables, telephone, stationery items etc
- Transferring of monies from the Business Investment Account to the Cheque account to ensure there are sufficient funds at all times to cover cheques written
- Depositing of monies received by the Centre and entering all data is entered into Quickbooks General Ledger.
- Completion and lodgment of the Business Activity Statement (BAS) on a monthly basis
- Monthly reconciliation of bank accounts and preparation of financial reports for Committee Meetings. These reports compare actual revenues and expenses to the approved budget on a monthly budget.
- Preparation of financial records for audit after 30 September (audit to be completed by early to mid November in time for the AGM). Includes fixed assets register and depreciation, employee LSL and SL balances, year end accruals of expenses and income



- Preparation of the Centres budget for the coming year
- Budget revisions during the year as and when required
- Payment of staff wages fortnightly using Quickpayroll, distribution of payslips, maintenance of staff leave records
- Completion of quarterly funding forms as required by The Gowrie
- Record payment of fees, banks monies, issue reminder notes and follow up outstanding amounts. Prepare payment plans as required.
- Other matters which arise from time to time. For example, lodging workers compensation claims, completion of special education funding forms, reconciliation of pay as you go tax and issuing of individual payment summaries.
- Maintain confidentiality of matters at all times.

SELECTION CRITERIA

Knowledge & Skills

- Excellent knowledge and understanding of standard business bookkeeping and accounting procedures
- Proficient in the use of the Quickbooks accounting and payroll software.
- Proficient in the use of Microsoft Office (Word, Excel, Powerpoint, Outlook).
- Proficient in the use of the Internet, including the ability to research information.
- Good interpersonal and written communication skills.

Experience

- Previous bookkeeping experience is essential (minimum of 3 years experience).

Personal Qualities

- Have strong organisational skills, able to work independently and prioritise your work schedule.
- Ability to use initiative and judgement.
- Ability to adopt a flexible approach to work.

EMPLOYMENT CONDITIONS

This is a casual position. It is anticipated that this position is for approximately 5 hours per week working through the year (this is not a term time only position). Additional hours may also be required throughout the year depending on business requirements