

<b>Job Description</b>	
<b>Title</b>	Credit Controller/Bookkeeper
<b>Reports to</b>	General Manager and Group CFO
<b>Based at</b>	12611-12621 Encinitas Avenue, Sylmar, CA 91342
<b>Job Overview</b>	Full-time bookkeeper and credit controller with responsibility for credit control, accounts receivable, bank reconciliations, company credit card reconciliations, month end reconciliations. Forming part of an inexperienced team of 2, full training will be provided.
<b>Experience required</b>	At least 2 years relevant work experience. Competent in the use of excel. Credit Control/ Accounts Receivable Ledger. Bank Reconciliations.
<b>Experience desirable</b>	General ledger reconciliations. Journal posting. Inventory Ledger. Accounts Payable Ledger. Payroll. Accounting certificate or AA degree or equivalent. Competent in the use of MAS90.
<b>Personal description</b>	Self starter. Excellent communication skills. Ability to identify and solve problems. Reliable. Thorough. Organise.
<b>Key Responsibilities (guideline only)</b>	Accounts Receivable Ledger. Prompt payment and reconciliation of customer accounts, keeping to agreed targets for payment terms. Bank and Petty Cash reconciliations. Company Credit Card expense posting. Monthly General Ledger closing, analysis and reconciliations. Ensure compliance with internal controls. Cover Accounts Payable during staff holidays, sickness, busy periods, etc. Journal entries. Month end procedures including month end reporting to Group CFO. Document retention. Year end preparation. Projects as assigned by General Manager or Group CFO.
<b>Other</b>	Applicants only, no agents please. Salary in the region of \$15 per hour  Please provide: A full CV. Details of 2 referees (preferably your last 2 employers).

Details of your current salary and benefits and notice period.

Application deadline Friday 9<sup>th</sup> September 2011.

Interviews commence 1<sup>st</sup> September 2011.

Start date of 12<sup>th</sup> September 2011 desirable.