



Senior Accounts Officer

The Gold Coast SUNS are seeking an enthusiastic, dependable & analytical **Senior Accounts Officer** with an eye for detail to join our wonderful Finance team at our Head Office in Carrara. Reporting to the Finance Manager, the Senior Accounts Officer will work closely with the team to ensure the efficient and accurate processing of the clubs accounting transactions.

The ideal candidate will have exceptional attention to detail, excellent communication skills, a strong quantitative background, along with a proven track record of handling accounts. They will be a team player, enjoy working with a variety of clients, and have knowledge of basic accounting functions.

Working in a diverse and fast paced environment, the successful candidate will take ownership of the role, be committed to the GC Suns, proficient in Excel and willing to take on any task directed towards them.

In this varied role the Senior Accounts Officer responsibilities include but are not limited to:

- Inputting & collection of all debtor invoicing for the Club
- Inputting of creditor invoicing for the Club
- Processing weekly creditor payments
- Maintaining integrity of supplier records
- Managing the administration & reconciliation of player medical costs
- Regular filing and archiving of documentation
- Completing various month end tasks & additional tasks as required
- Coding and reconciling all club corporate credit cards and air travel expenditure
- Maintaining the fixed asset register
- Managing the clubs banking including depositing cash & Cheques and overseeing petty cash/floats

The ideal candidate will have:

- Minimum 3-4 years of accounting experience within the operations of a medium-sized organisation
- A strong personal brand which personifies the GC SUNS values
- High level of attention to detail & demonstrated experience in collecting debts
- Experience in processing high volumes of transactions accurately & efficiently
- The ability to multitask & comply with reporting and month end deadlines
- Strong accounting system skills with a major accounting software package (e.g. Great Plains) and experience using Excel
- Excellent interpersonal skills & the ability to deal with internal and external stakeholders in a direct and respectful manner
- The ability to contribute & demonstrate initiative in a team environment
- The ability to be flexible & adaptable in an evolving Football club environment
- Have a desire to work in the AFL/sport environment
- Diploma level Accounting or Commerce qualification (desirable)

Closing Date: Sunday 4th October 2020

If you think you've got what it takes to join our team, please send a detailed cover letter addressing the criteria for this role and your resume to https://goldcoastfc.secure.force.com/recruit/fRecruit_ApplyJob?vacancyNo=VN013&

