

Accounts Officer

Fox and Thomas is a progressive legal firm in Southern Queensland. We are seeking a permanent Legal Accounts Officer in our Goondiwindi office, to work in our accounts department and provide general IT support to our professional staff.

Key responsibilities include:

- daily bank reconciliation and end of month;
- accounts payable and receivable;
- maintaining general ledger transactions;
- client invoicing;
- debtor management;
- processing journal entries;
- managing trust accounting and compliance;
- provision of financial reports;
- preparing and lodging BAS Statements;
- assisting with IT troubleshooting and support; and
- operating within a specialist accounting package, with a sound knowledge of Word and Excel.

Prior knowledge and experience in accounts is a distinct advantage and preferable, however not a requirement. Further training & support will be provided by the existing accounts person who is moving to an alternative role within the firm. We do expect you will have characteristics including:

- a high level of attention to detail including driving systems;
- able to structure work tasks to meet a deadline under pressure;
- a self-starter who is keen to complete projects with minimal direct supervision;
- a willingness to help out across the firm, including general administration work;
- an enthusiasm for using software and IT systems;
- enjoy working in a team, with a desire not to let the team down;
- excellent communication skills for liaising with clients, staff and third parties; and
- respect for privacy of information.

Applications should be emailed to: The General Manager at mail@foxthomas.com.au (Ref: AO0526).