

H2A Pty Ltd is a retail business with an established and continually growing presence in NT. Our customers are at the heart of everything we do. The business is going through some exciting changes and we are looking to grow the team.

We are currently seeking an energetic and capable junior accountant. Reporting to the manager, you will be responsible for providing general support to the team. This will include financial accounting tasks, supporting accounts payable and receivable processes and assisting with the completion of reporting requirements. We are looking for someone who is passionate about working smarter!

Key responsibilities include:

- Assist with ensuring: the integrity of the financial data processed in and out of the accounting systems.
- Preparation of balance sheet account reconciliations, bank account reconciliations, and ATO compliance.
- Manage the accounting for Inventory.
- Manage supplier invoices
- Manage accounts receivable transactions.
- Processing of monthly journals
- Assist with the preparation of the: daily sales and COGS, daily cash flow reporting, monthly financial reporting packs.
- Provide support during the annual budgeting cycle.

Skills and Expertise.

Exceptional service and initiative will be the key to your success, through ensuring that both our internal and external customers' needs are met. You are focused on supporting the people in your team and importantly the wider business. Your strong attention to detail and ability to manage priorities effectively, will have you well placed to succeed.



10/05/2022  
8 Moil Place,  
Moil - 0810

- Possess a Bachelor of Accounting or similar qualification.
- Strong technical accounting skills with experience in Retail accounting.
- Intermediate to advanced excel skills
- Excellent written and verbal communication skills.
- Exposure to processing and payment of foreign currency invoices would be highly regarded.
- Experience using Myob and Profit track would be highly regarded but not essential.
- RSA Certification regarded but not essential

Email us your resume and cover letter to [h2acorporate@gmail.com](mailto:h2acorporate@gmail.com)