Casual Position- 12 month Period

One of Sydney’s leading graphic production companies is seeking the services of an Accounts Assistant. This position will be Casual position, 2 days per week (possibly 3 days) for an intended 12 month period, due to an employee on maternity leave.

The successful applicant will require good office administration skills and a good knowledge of MYOB.

Your duties will include:

- Accounts Payable
- Accounts Receivable
- Debt Collection
- Credit Card Reconciliations
- Data Entry
- Filing
- and other related duties

Candidate must have:

- MYOB experience (min 3-5 years)
- Intermediate or greater Microsoft Office Skills & general computer skills
- Excellent English and communication skills
- Willingness to assist in other areas of the business as required
- Permanent residency or appropriate work visa.

Rate of pay commensurate with experience

Commence in March 2011.

For further information for genuine applicants (no agencies) please forward your resume to jobs@idsdisplays.com.