**Part-time Accounts Assistant**

*Newlife Church is seeking a part-time (2 day a week) Accounts Assistant to join our growing Finance Team.*

**About Us:**

Newlife Church is a part of the Uniting Church Australia, Queensland Synod, and is an evangelical Christian community with locations on the Gold Coast, Brisbane, Moreton, and Coolangatta.

Newlife has a respect for our rich heritage and is also actively seeking to engage a new generation with the transforming message of Jesus Christ. Our vision is to see “more people, more like Jesus” with missional priorities of personal formation, church multiplication, social transformation, digital innovation, and lighthouse leadership.

**About The Role:**

The purpose of this position is to provide accurate and timely accounting support to the finance function of the Newlife Family of Churches and Newlife Care.

Under the direction of the Accountant, the role will lead the Accounts Receivable function, providing a back-up to payroll and general finance tasks.  We are looking for a person excited about stewarding the resources for the Church and who would enjoy collaborating within a hardworking and vibrant team.

Accounts Receivable includes:

* External invoicing & follow-up of any overdue accounts.
* Invoicing and general journals for internal ministries.
* Cash management including, but not limited to, offerings, Op Shop takings, petty cash, café takings, floats, from transaction to MYOB reconciliation.
* EFTPOS/Stripe management from transaction to MYOB.
* Management of bank feeds in MYOB, including Pushpay & other ad hoc transactions.
* Training and overseeing Finance volunteers, where required.

Payroll:

* MYOB Payroll assistance and full back-up in times of absence of Payroll Officer.

General finance tasks including, but not limited to:

* End-of-month reconciliation of bank accounts in MYOB.
* Assistance with end-of-month journals from recurring template when required.
* Provide back-up to Accounts Payable function, when required.
* Attend fortnightly Finance Team meetings.
* Other financial tasks as required.

Permanent Part-time 2 days per week, ideally between Monday and Wednesday onsite in our Robina, Gold Coast offices. If other days are preferred, please specify this in your application for discussion.

**Key Attributes:**

Attention to detail and high accuracy, the ability to prioritise and take direction, good communication skills and a willingness to collaborate as part of a team.

A qualification in bookkeeping is desirable, though work experience will be considered, as is experience in payroll.

Remuneration: $35/hour

**Apply:**

Please email your resume and covering letter to Nadine Hardy at [nadinehardy@church.nu](mailto:nadinehardy@church.nu).