

JOB DESCRIPTION

BOOKKEEPER

Position Title: BOOKKEEPER

Employer and location: Sutherland District Basketball Association (SDBA),
Waratah Park, Rawson Ave, Sutherland NSW 2232

Reports to: General Manager (Interim)

Employment type: Permanent Part-Time (Flexible hours available for the right candidate)

Direct Reports: Nil

Role Overview:

The Bookkeeper is responsible for the accurate and timely management of the Association's financial records. This role ensures all transactions, payments, and expenses are properly recorded, manages accounts receivable and payable, and supports the Association's compliance with statutory and audit requirements. The Bookkeeper works closely with the General Manager to support financial planning and reporting, contributing to the overall financial health of the Association.

Key Responsibilities:

- Maintain and reconcile all financial records, including income, expenses, and petty cash
- Administer employee payroll and process client payments (EFT, direct deposit, etc.)
- Manage accounts receivable and payable, ensuring timely invoicing and collections
- Oversee the day-to-day operation of the Association's Xero accounting system
- Assist with annual audits and statutory reporting (including BAS, PAYG, GST, and superannuation)
- Prepare monthly financial reports, journals, accruals, and reconciliations
- Support the General Manager with financial planning and compliance
- Perform other duties as required to support the Association's financial operations

Skills & Abilities:

- Demonstrated experience in financial administration, preferably within a sporting or club environment
- Proficiency with Xero accounting software (or similar) and Microsoft Office suite
- Experience in BAS preparation and submission to the ATO
- Strong communication and customer service skills, with a professional and positive attitude
- Ability to work within strict budget guidelines and meet key performance requirements
- High level of computer literacy and report generation skills
- Team-oriented, adaptable, and able to manage changing workflows and operational needs

Salary: \$45,000 AUD + Superannuation (pro rata, based on part-time hours)

Hours of Work: Perm Part Time: 9:00am-2:30pm Monday – Thursday
Flexible working hours available for the right candidate