



Position Description

Executive Officer – Proserpine

Proserpine District Canegrowers Cooperative Limited (PDCC) is a not-for-profit representative organisation that provides services to sugarcane growers in the Proserpine region. The region is located between Mackay and Townsville and is the gateway to Airlie Beach.

PRIMARY ROLE PURPOSE

The Executive Officer is responsible for finance and administrative services to PDCC and three external companies. The role also supports the Manager and performs a range of general office duties.

REMUNERATION

Salary negotiable (based on experience and qualifications). Superannuation (11.5%) and Annual Leave Loading (17.5%).

WORK HOURS

Part-time (Permanent). Monday to Friday, 55 hours per fortnight (5.5 hours per day).

KEY RESPONSIBILITIES

Responsibilities of the role include but are not limited to:

- Accounts payable/receivable,
- Debtors, Payroll, Banking,
- IAS & BAS lodgements, financial reconciliations,
- Water account reconciliations & rates invoicing,
- CANEGROWERS publications & social media,
- General administration & Office duties.

SKILLS AND ABILITIES

- Understanding of bookkeeping principals such as journals, accrual accounting and reconciliations.
- Knowledge of the general principals of GST.
- High level of accounting software experience (MYOB highly regarded).
- Advanced Microsoft word and excel skills.
- Attention to detail and accuracy in data entry.
- Excellent verbal and written communication skills.
- Organised with ability to manage deadlines and work with competing demands.
- Ability to work both independently and in a team.

QUALIFICATIONS

- Cert IV or above qualifications in the field of administration and/or accounts would be advantageous.
- Minimum two years' experience in accounts and administration support.