

# Payroll & Revenue Officer



An exciting opportunity has arisen for an enthusiastic Payroll & Revenue Officer to join the Western Bulldogs.

We are seeking applicants who has 5+ years' experience in all facets of a Payroll position and have experience and an interest in revenue recording.

The successful candidate will be responsible for:

## Payroll Function

- Preparation of required information for submission to AFL for processing of five payrolls.
- Preparation and submission to AFL appropriate details for processing of bonuses, termination payments, redundancies and adjustment pays
- Prepare and reconcile PAYW tax obligations and monthly payroll tax returns for payment by due dates.
- Answer questions regarding payroll matters and salary packaging arrangements in accordance with Club policy
- Provide advice in relation to pay rates, allowances, overtime and other entitlements
- Advise on compliance obligations for various relevant awards, Superannuation Guarantee, Fringe Benefits and other matters under relevant legislation.
- Updating and maintaining accurate payroll records ensuring confidentiality
- Preparation and reconciliation of monthly payroll and leave reports

## Revenue Function

- Preparation of all debtor invoices for all Western Bulldogs entities
- Preparation, reconciliation and issue of monthly debtor statements.
- Recording daily sales from source documentation including reconciliation of merchandise sales transactions to daily banking
- Preparation of the month end debtor reports & weekly debtor reports.
- Preparation of Membership revenue reports
- Daily Banking – preparation and lodgment with bank
- Reconciliation and processing of credit card transactions (revenue)
- Implement and monitor internal controls to ensure zero lost revenue
- Maintain appropriate invoicing schedules for Sponsorship

The successful candidate will have strong MS Office skills and demonstrated experience using medium sized accounting packages (Microsoft Great Plains preferred). If you are interested in working in a challenging yet extremely satisfying position, [please click on this link](#). Applications close at 5pm Sunday 27<sup>th</sup> May

A six (6) month probationary period applies to this position.

Please note that due to the high level of interest only those applicants short listed will be contacted.