



Graduate accountant

An opportunity has arisen for an enthusiastic Graduate Accountant to join the Western Bulldogs.

Reporting to the Financial Controller, this role will provide financial and administrative support to the Finance team and has key responsibility for administering the Accounts Receivable process in accordance with service agreements and Western Bulldogs procedures and policies.

The successful candidate will be responsible for:

- Reconciling and recording social venue transactions
- Raising queries with Social Venue managers and resolving all outstanding issues
- Reconcile certain Bank Accounts in Great Plains
- Preparation and processing of Monthly journals as required
- Assist with month end accounting (journals, reports, spreadsheets, reconciliations)
- Assist with preparation of Monthly Management Reports
- Preparation of all debtor invoices for each business entity of Western Bulldogs (Sponsorship, events, tenancies, etc).
- Preparation, reconciliation and dispatch of monthly debtor statements.
- Input of daily sales (such as Membership, Ticketmaster, Merchandise, Events) from source documentation including reconciliation of RMS transactions to daily banking
- Preparation of the Month End Debtor Reports
- Debt collection in co-operation with Commercial Division but ensuring club terms are respected by customers with respect to payment
- Responding to debtor enquiries.
- Reconciling Membership Revenue Reports – Daily BPAY Spreadsheet advice to AFL
- Daily Banking – preparation and lodgement with Bank
- Reconciliation and processing of Payway, Eway and Eftpos Transactions
- Monitor internal controls to ensure zero lost revenue; and
- Maintain appropriate invoicing schedules for Sponsorship, Tenant Outgoings, Rents, in accordance with contracts and internal requirements

The successful candidate will have an accounting degree and basic understanding of budgets and forecasts.

If you are interested in working in a challenging yet extremely satisfying position please [click on this link](#). Applications close at 5pm, 5 March 2017.

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