



Senior Bookkeeper – Permanent Part Time Carts'n'Parts Australia – Molendinar, QLD, 4214

An opportunity for a Permanent Part Time Senior Bookkeeper has opened at Carts'n'Parts Australia Head Office in Molendinar, QLD. If you are a detail-oriented professional with strong organisational skills and at least 5 years of bookkeeping experience, this is your chance to join a dedicated team and play a key role in managing our financial operations.

Job Type: Permanent Part Time on site (Tuesday & Wednesday 8.30am-4.30pm)

Key Duties / Responsibilities:

- Manage full-cycle bookkeeping, including accounts payable, accounts receivable, bank reconciliations, and general ledger entries.
- Complete daily administration tasks such of scanning, filing and preparing cash reports.
- Generate financial reports (monthly, quarterly, and annually) to support business decision-making.
- Reconcile bank accounts, credit cards, and supplier statements to maintain financial accuracy.
- Collaborate with external accountants during tax time, providing necessary documentation.
- Identify and implement process improvements to enhance efficiency in financial operations.
- Ensure all financial records are audit-ready and compliant with accounting standards.
- Liaise with internal departments to provide financial insights and support business growth.

Role Requirements:

- Minimum of 5 years' experience in a senior bookkeeping role
- Cert IV or Diploma in Bookkeeping/Accounting (or equivalent); Xero Certification
- Proficiency in accounting software (Xero) and Microsoft Office Suite, particularly Excel
- Excellent organisational skills with strong attention to detail and accuracy
- Strong analytical and problem-solving abilities
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Excellent communication skills to liaise effectively with internal stakeholders and external partners
- A proactive, self-motivated attitude with the ability to work independently and as part of a team
- Experience with inventory systems or working alongside sales teams is advantageous

What We Will Offer:

- \$28-35 per hour (based on experience) + super
- Immediate start

About Carts'n'Parts Australia:

Established in 2008, Carts'n'Parts Australia is a family-run business dedicated to providing honest and expert service for all things Golf Carts nationwide! From sales to service, trade-ins, and repairs, we are passionate about our work. Learn more about us at cartsnparts.com.au.

How to Apply:

If you believe you are the right candidate for this role, APPLY NOW!

Email Clare at: headoffice@cartsnparts.com.au or call 1300 93 88 11