



**Carrington**

LIVING • CARE • COMMUNITIES  
enabled to care

## Accounts Officer

Carrington is a not-for-profit centre of excellence for retirees, providing a focus on person-centered quality care and health services to consumers of Independent Living, Residential Care and Community Care. At Carrington, we are committed to providing quality care for our consumers so they can live a happier, healthier more independent life.

We have an exciting opportunity for an Accounts Officer to join our Finance team on a full-time basis. The key to success within this position is the ability to be proactive, self-driven and competent in managing time effectively paired with the ability to be adaptable and flexible to the changing needs of our Finance team.

### About the role

The Accounts Officer's primary objective is to provide assistance within the Finance team, and provide support with daily tasks within the Payroll Team.

- Assist with the full range of payroll services
- Ensure that all balance sheet reconciliations are completed on a monthly basis
- Assist with all journals and financial transactions processed during the month
- Support the Finance team with month-end processes and provide support to the Accounts Receivable and Accounts Payable functions

### About you:

- At least 2 years' experience in a similar role or equivalent
- Well-developed interpersonal and communication skills, and the ability to work independently and within a team
- Effective time management and organisational skills and ability to prioritise workloads
- Strong analytical and problem-solving skills, with a strong focus on customer service and attention to detail
- Committed to developing skills with training and personal development
- Suitable knowledge of Finance & Payroll Systems
- Sound knowledge of Microsoft Office Suite

### Our Employee Benefits on Offer:

- Competitive pay and access to full not-for-profit Salary Packaging
- Employee sign on Bonus – Earn up to \$1,000!\*
- Employee Referral Program – Earn up to \$500 for referring a successful candidate!\*
- 15% Employee Discount at our Rocksalt Restaurant
- Enjoy our "Carrington Day" – an Additional Christmas Public Holiday each year

*\*Terms and Conditions Apply*

To apply, please send a current resume and a cover letter outlining how you believe you are suitable for the role, addressing the above position requirements to [recruitment@carringtoncare.com.au](mailto:recruitment@carringtoncare.com.au)

**Applications Close: Friday, 17 November 2023**

Employment in this position is contingent on a national criminal check clearance specific to vulnerable persons and COVID-19 vaccination.

*We will not respond to unsolicited emails from recruitment agencies or applications from outside Australia*