

Hopscotch Accounting Xero Bookkeeper Recruitment – 15 September 2020

F/T Xero Bookkeeper – Sutherland Shire – Support small business and Not-for-profits

Work flexible hours close to home with an energetic team.

Hopscotch Accounting is a Xero Gold Partner and is leading the way with providing virtual accounting services to small-medium businesses & Not-for-profits.

Due to an internal promotion we need a superstar Xero bookkeeper.

About Us

- Xero Gold Partner
- 7 minute walk from Sutherland Station
- 2 directors + 8 staff
- 100% Cloud Based
- Key clients are Small-medium businesses & Not-for-profits

The Role

- Full time
- You will receive on the job training from a supportive team
- Provide regular bookkeeping services to our clients using Xero, responsibilities will include:
 - o Bank coding
 - o Accounts payable
 - o Accounts receivable
 - o Payroll
 - o BAS/IAS
 - o Filing emails and ad-hoc administration
 - o Other duties as required

We are looking for someone with the following attributes

- Previous bookkeeping / accounts experience using Xero
- A team player
- Tech savvy
- Attention to detail
- Build rapport with clients
- Can-do attitude
- Exceptional communicator
- Inquisitive
- Takes ownership of work
- Willingness to learn
- Speak fluent English

How to apply

Email your cover letter and resume to admin@haccounting.com.au
In your cover letter please answer the following questions.

- Do you have experience with Xero?
- What's your expected annual base salary (ex super)?