

Central Cumberland Racing Pigeon Federation Inc.

Job Title:	Federation Treasurer	Job Category:	Clerical
Department/Group:		Job Code/ Req#:	
Location:	TBA	Travel Required:	Travel Required
Level/Salary Range:	TBA	Position Type:	Full Time – Job Share
HR Contact:	Not Required	Date Posted:	21 st January 2019
Will Train Applicant(s):		Posting Expires:	19 th February 2019
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
Phil Murphy			
EMAIL: PHIL.MURPHY@PICKLES.COM.AU		PHONE: 0404809162	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Responsible to the Federation Management Committee Prepare seasons budget in conjunction with the Federation Secretary Excellent accountancy or bookkeeping skills Knowledge of the workings of GST Good computer skills Proficient with Windows based programs (Microsoft Word, Excel and Outlook) Knowledge of MYOB editions Prepare accounts, receipts and banking Receipt and payment of accounts Ability to prepare income and expenditure spread sheets Prepare quarterly BAS Statements Compile annual income and expenditure statements and Federation balance sheet</p> <p>PREFERRED SKILLS</p> <p>Operating of all Windows based programs (Microsoft Word, Excel and Outlook) Excellent bookkeeping skills</p> <p>ADDITIONAL NOTES</p> <p>Must have excellent communication skills</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time