



HEAD of ADMINISTRATION & ACCOUNTS MANAGER

Yeeda is a fully integrated red meat and tourism business and is one of Western Australia's largest pastoral and beef companies located in the Kimberley region. We have an exciting opportunity for a motivated Admin & Accounts Manager to immediately join our team working from our head office in Broome WA.

The Role

- Admin management
- HR duties including advertising vacant positions, job interviews, reviews, maintaining confidential staff records, etc
- Accounting Reporting (Including Payroll, AP & AR)
- Reconciliation and lodgement of BAS and payroll tax
- Debtor Collection
- Process supplier payments
- Facilitate annual audits
- Preparation of end of month reporting, including ledger reconciliations and analysis
- General compliance requirements for all businesses
- Oversee and support administration staff
- Interact with other Yeeda businesses and managers

Essential Requirements:

- Relevant accounting qualifications with a minimum of 2yrs experience in a similar role
- Proficient in MYOB Accountright and Microsoft Office Suite
- Excellent time management and interpersonal skills
- Good understanding of tax and payroll matters
- Excellent organisational and delegation skills
- Hardworking, honest, mature, attention to details
- Clear and concise communication skills both verbally and written
- Ability to work both independently and as a team
- Comfortable reporting to CFO and CEO

If you are interested in the position and fully fulfil the above requirements, please submit a resume to raquel@yeeda.com.au