

Duty Statement - Accountant

Main Responsibilities of Position

The Accountant will report to the Finance Manager and the Director of Support Services and is responsible for operational administration and financial matters, including the processing of payroll, reconciliation of the general ledger, procurement management, financial reporting and analysis, year end financials, liaison with external auditors.

Specific Areas of Responsibility

A Accounting Control

Assisting the Finance Manager in the following activities:

1. Ensuring that there is proper accounting and control over all income received (fees, government grants, etc.) and expenditure (salaries, operating costs, asset purchases, etc.).
2. Inherent in the above is ensuring strong systems of internal control and segregation of duties where practicable.
3. Reconciliation of all general ledger accounts on a monthly basis, ensuring accurate and timely financial reporting.
4. Maintenance and development of the School's asset register and asset management processes.
5. Preparation of year-end financial statements and statutory returns in accordance with the Corporations Law and other relevant legislation. Management of the year end audit process with external auditors.

B Payroll and Personnel Activities

1. Processing and management of the payroll function for the School. This includes fortnightly payment of all salaries, actioning payments associated with specific staff payroll arrangements – for example: superannuation, salary sacrifice agreements, leave contracts.
2. Preparation of payroll analysis reports, including costing reports by department, and FBT expense worksheets.
3. Timely preparation of PAYG Payment Summaries, ATO reconciliations and returns.
4. Maintenance of all staff payroll records.
5. Administering general and workers compensation insurance returns, and assisting with claims reviews and renewals under the direction of the Director of Support Services.

Official Duty

Marcel A. Müller



Official Duty:

Decoding **Official Duty**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Official Duty**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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Table of Contents Official Duty

1. Understanding the eBook Official Duty
 - The Rise of Digital Reading Official Duty
 - Advantages of eBooks Over Traditional Books
2. Identifying Official Duty
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Official Duty
 - User-Friendly Interface
4. Exploring eBook Recommendations from Official Duty
 - Personalized Recommendations
 - Official Duty User Reviews and Ratings

- Official Duty and Bestseller Lists
- 5. Accessing Official Duty Free and Paid eBooks
 - Official Duty Public Domain eBooks
 - Official Duty eBook Subscription Services
 - Official Duty Budget-Friendly Options
- 6. Navigating Official Duty eBook Formats
 - ePub, PDF, MOBI, and More
 - Official Duty Compatibility with Devices
 - Official Duty Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Official Duty
 - Highlighting and Note-Taking Official Duty
 - Interactive Elements Official Duty
- 8. Staying Engaged with Official Duty
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Official Duty
- 9. Balancing eBooks and Physical Books Official Duty
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Official Duty
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Official Duty
 - Setting Reading Goals Official Duty
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Official Duty
 - Fact-Checking eBook Content of Official Duty
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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