

<https://www.lankatalents.lk/job/senior-bookkeeper-australia-specific/>

Senior Bookkeeper (Australia Specific)

Description

A Business Process Outsourcing (BPO) company strives to maintain the highest standards and is passionate about excellence in everything it does. The company partners with clients from various industries, working closely with them to deliver high-quality outcomes while leveraging the skills and talent available in Sri Lanka.

As the company continues to grow, there is an opening for a dynamic Senior Bookkeeper (Australia Specific) to join the team. If you are eager to work with Australian clients in the BPO industry and develop your expertise in accounting, this role could be the perfect opportunity for you.

Come be part of something exciting and help make a difference.

Responsibilities

1. Prepare BAS, IAS, bookkeeping tasks, and general administrative duties
2. Improve operational efficiency using accounting software and XPM practice management tools
3. Assist in preparing Business Activity Statements (BAS) and Instalment Activity Statements (IAS)
4. Reconcile financial discrepancies by collecting and analyzing account information
5. Maintain and update digital financial records
6. Manage processing, reconciliations, payments, receipts, accounts payable and receivable
7. Apply strong accounting knowledge, including debits and credits
8. Perform payroll tasks using MYOB, Xero, and QuickBooks Online (QBO)

Qualifications

1. Bachelor's degree in Accounting, Finance, or a related field
2. At least 3+ years of experience in Australian accounting, payroll, and bookkeeping
3. Experience using MYOB, Xero, and QuickBooks
4. Experience with XPM is a plus
5. Working knowledge of GST, BAS, IAS, etc.
6. Familiarity with office management procedures and accounting principles
7. Strong knowledge of MS Excel, OneNote, and other accounting/business software
8. Proactive approach to business and technology
9. Strong attention to detail, especially in data entry, bank reconciliations, and reporting
10. Well-organized, willing to learn, and adaptable
11. Excellent written and verbal English communication and interpersonal skills

Contacts

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

BPO Industry

Employment Type

Full-time

Job Location

Colombo 07, Colombo 07

If you are interested, please share your CV with dehara@lankatalents.lk
070 500 2122