EGLINTON PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

OUT OF SCHOOL HOURS CARE (EOOSH)

EXPRESSIONS OF INTEREST – BOOKKEEPING SERVICES

Background:
Eglinton Public School is a growing school, currently with around 450 students from Kindergarten to Grade 6. EOOSH was established in 2008 to cater to the needs of working parents and offers 30 childcare places before and after school and vacation care. EOOSH is run as a sub-committee of Eglinton Parents & Citizens Association, and is located in the grounds of Eglinton Public School.

We are seeking expressions of interest from an individual or business to provide bookkeeping services on a contract basis. Hours will vary, but should average no more than 10 hours per month. Applicants will be required to have their own ABN number, computer and internet connection. MYOB software will be provided, if required.

Duties:
Main duties will include
- Fortnightly payroll for 2 permanent and up to 5 casual staff
- Quarterly superannuation payments
- Quarterly BAS (consolidated with other P&C sub-committees)
- Annual acquittal reports for DEEWR grants
- Process all accounts for payment (claim GST where applicable)
- Reconcile and top-up petty cash as required (weekly or fortnightly)
- Import monthly childcare data into MYOB
- Prepare financial reports for monthly P&C meetings (2nd Tues each month) and EOOSH subcommittee meetings as required
- Reconcile bank accounts, and parent fees account monthly, chase outstanding debts
- Assist EOOSH director with financial issues as required.

Essential Criteria:
- Accounting or bookkeeping qualifications, or extensive experience
- High level of competency with MYOB software

Desirable Criteria:
- Experience with childcare administration
- Knowledge of DEEWR sustainability assistance grants
- Knowledge of “Smart Fees” software (MYOB add on)
Expressions of interest can be e-mailed to Meleesa.Smith@det.nsw.edu.au

Or posted to
The Chairperson - EOOSH Committee
Eglinton Parents and Citizens Association
C/- Eglinton Public School
Wellington Street
EGLINTON NSW 2795.

Applications close Tuesday 19th July, 2011. Late applications will not be considered.

Please note: The successful applicant will be required to undergo relevant Police Working with Children checks before commencement of employment.

Thank you for your interest in this position.