

Accounts Officer

Position Description



Overview

The role is pivotal to the daily operations of our business and requires a high level of autonomy and personal responsibility to conduct bookkeeping and administrative tasks. Additionally, you will work with other specialists such as bookkeepers and accountants when required.

We will request assistance with other related duties such as improving our accounting, invoice tracking and forecasting processes and will provide specialist support where required.

About the Good Car Company

The Good Car Company is a Tasmanian-based company that exists to decarbonise transport. We do this by providing affordable electric vehicles. In December 2019 we delivered Australia's first EV bulk-buy in South Hobart. We are now preparing to deliver vehicles around Australia. As we grow we are looking for passionate people with attention to detail who want to grow with us.

Company Culture

The Good Car Company exists to decarbonise transport. We value the following

- Passion for reducing environmental harm
- Honesty
- Integrity
- Hard work to achieve big goals
- Community

Main Duties

- Pay invoices
- Reconcile receipt bank and xero transactions
- Issue receipts
- Conduct payroll
- Administer loans, including paying interest when it's due
- Track invoices paid for each item of stock, ensuring no duplicate payment by creating

journal reports

- Work alongside the Supply Chain Manager (Sam Whitehead) for invoice payment
- Working alongside customer relationship staff for receipt issuance.
- Other related duties as required

Logistics Duties

- Track vehicle expenses through entering vehicle details into our system
- Ensure suppliers have all the information they need to ensure the car flows smoothly through the supply chain
- Communicate internally about car status, progress - identifying delays as soon as possible and quickly communicating these with relevant team-members
- File documents
- Receive and process customer payments and allocate vehicles as required

Selection Criteria

Experience

The successful applicant will have experience in

- Undertaking business administration
- General bookkeeping
- Online accounting packages, preferably Xero

Skills

- Accounting and bookkeeping
- Attention to detail
- Aptitude for computing skills applicable in Microsoft and Google environments, specifically google sheets
- Aptitude for building accounting systems to improve business management

Training

At least a cert IV in accounting or bookkeeping

Reporting

This position ultimately reports to the General Manager (Anton Vikstrom), specifically for regular reporting

Hours, Pay and Award

Location: The successful applicant will be based around Hobart, with the flexibility to work from the Hobart office as the team requires and the opportunity to work remotely as desired.

Hours: Casual, note, we expect around 20 hours per week, expanding over time.

Rate: \$30 per hour, including leave loading plus statutory superannuation, based on on the [National Employment Standards](#).