



JOB POSTING: 2019-024 **POSITION #:** _____

JOB TITLE: Bookkeeper

HOURLY WAGE: \$25 to \$30 per hour

COMPANY: Coulson Aviation (Australia) PTY LTD

REPORTS TO: CFO, Coulson Group

ABOUT THE COMPANY:

At Coulson, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work.

Aircraft fire fighting and developing new industrial technologies are much more than pieces of metal and components; we at Coulson are determined to make a difference saving lives and homes. In addition, we strive to improve the environment we share globally.

Family owned and operated since 1960, the Coulson Group of Companies began with Forestry in British Columbia. During the 1990s, Coulson expanded into Aviation and, led by a pioneering management team, we have become one of the foremost Aviation Fire Fighting Companies in the world. We operate in the USA and Australia, and we expect to expand to other countries around the world.

In addition to Aviation, Coulson has pursued other endeavours, the most recent of which has been Coulson Ice Blast, an industrial cleaning technology that has applications in many industries. In fact, Coulson was recently recognized with awards for our ground-breaking technology.

WHAT WE'RE LOOKING FOR:

Due to our rapid business growth, we are looking for an experienced Bookkeeper to join our team. If you love numbers and accounting information, and you are organized, please read on.

NOTE: This position is based in Richmond, NSW.

Duties & Responsibilities:

- Recording the financial transactions of a business in bookkeeping software (such as MYOB or QuickBooks), spreadsheets or databases.



- Arranging payment of accounts.
- Preparing and sending invoices and receipts to debtors.
- Processing payroll and maintaining employee records.
- Carrying out bank reconciliations.
- Reporting for preparation of a Business Activity Statement (BAS).
- Checking figures and reporting for accuracy.
- Reporting any irregularities in data to management.
- Producing balance sheets, income statements and other financial documents.
- Filing GST (Goods and Services Tax) paperwork with the Federal government.
- Submitting Payroll taxes.

Position Requirements:

- Bachelor of Business Degree **OR** at least a Certificate IV in Bookkeeping **OR** a at least a Certificate IV in Accounting.
- Minimum two (2) years' Bookkeeping experience.
- Must apply for a BAS Agent registration if not already registered.
- Knowledge of Bookkeeping principles.
- Knowledge and experience with MYOB or Quicken are desirable.
- Strong understanding of business and income tax worksheets and computations.
- Good organization skills.
- Detail oriented.
- Excellent people and customer service skills.
- Aviation knowledge is desirable.

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com. Please quote "2019-024 – Bookkeeper" in the subject line.

We would like to thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.

BENEFITS:

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, pension, and the possibility for bonuses. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive Work-Life Balance, creating an environment that champions creativity and autonomy.

4890 CHERRY CREEK ROAD, PORT ALBERNI, BC, CANADA V9Y 8E9 P: 250.724.7600 F: 250.723.7766

COULSON FOREST PRODUCTS LIMITED COULSON ICE BLAST LTD. COULSON AIRCRANE LTD.
COULSON AVIATION (USA) INC. COULSON AVIATION (AUSTRALIA) PTY. LTD.



We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs.

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