



PROWASH



Assistant Accountant

- **Located in Tullamarine**
- **18 month Maternity Leave Contract**
- **Progressive Company**

The Company

At DuBois Chemicals Australia Pty Ltd (Prowash Australia) we provide superior customer service and supply quality car wash equipment, servicing, parts and products to existing and future car wash operators throughout Australia.

We are a leading supplier to the carwash industry, offering a comprehensive range of products, technical support, industry training, equipment solutions and innovation that empowers our customers to be successful carwash operators.

The Role

Reporting to the Business Manager, this role is a fundamental part of the Finance Team and is a fantastic opportunity for a high-energy, Accounting professional. Duties include:

- Complete relevant Balance Sheet and Profit & Loss reconciliations
- Process end of month journals
- Collecting and Analysing Data in preparation of weekly and monthly reports
- Ensure all company statutory obligations are met
- Examining and reviewing financial records to check for accuracy
- Manage the company cashflow
- Assist all staff with financial related queries
- Provide guidance and support to Accounts Payable Officer and Credit Controller
- Manage the company Fixed Asset register and reporting requirements
- Manage the company Insurance policies
- Manage the Company phone facilities and plans
- Backup Accounts Receivable function
- Ad-hoc projects as and when required

About You

To be successful in this role, you will need to demonstrate the following:

- Degree qualified and ideally working towards CA/CPA qualification
- Commercial experience in a fast paced company
- Strong attention to detail and excellent communication skills
- Superior customer service skills and telephone manner
- Reliable and punctual
- Knowledge of Financial Accounting Systems
- A team player with strong interpersonal skills
- Able to work with minimal supervision

Applications for this role close at 5:00 PM on Monday 13th May, 2019

Please send a cover letter and resume recruitment@prowash.com.au

For more information about Prowash please visit www.prowash.com.au