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## Business Support / Finance admin

### Description

We are looking for a business support/accounts receivable accountant to join our [WPMU DEV](#) family. We're seeking someone who has experience in generating revenue, payroll and bookkeeping.

You will be responsible for administrative tasks and contribute to making the company a better place to work.

This is a full-time varied role with lots of exposure to the different duties within the business. We ask for 40 hours per week and you can choose your own schedule.

### Responsibilities

#### Duties:

- Assisting with Bookkeeping
- PA duties
- Diary Management
- Tracking and managing staff budgets and reimbursements
- Accurately producing financial reports and budgets
- Verify and record transactions
- Resolve account discrepancies
- Working with payroll-related matters
- Administrative duties linked to HR, etc.

### Qualifications

#### Essential attributes and experience required:

- Great eye for detail
- Self-motivated, driven and hardworking
- Ability to prioritise and manage your workload
- Previous Bookkeeping experience
- Previous experience or exposure to payroll (estimates, actuals, data entering working hours for payroll),
- Previous experience in handling budgets, reimbursements, and bonuses
- Problem-solving and decision-making aptitude
- Must have a good understanding of Google Sheets and spreadsheets.

### Job Benefits

#### Why join us?

We are committed to developing skills and rewarding our staff. We offer:

- Flexibility
- Very attractive working conditions for the right candidate
- 28 days paid leave per annum (up to 35 days)
- Opportunities for paid travel to attend WordCamps and other industry conferences
- Long service leave (3 months off paid) after you've been with us for a while
- Up to 2 months salary bonus based on company growth targets
- Technology budgets every three years; the longer you serve, the higher

### Employment Type

Full Time

### Working Hours

Full Time – 40 Hours Per Week

you deserve

- General expenses budget yearly; the longer you work, the more you get

Our company values are that family and friends come first, and we always look to promote internally!

### **WHAT SHOULD I DO NOW?**

If you would like to be a part of our family and feel that your values match ours, please apply by clicking the button below – upload your CV, and we will be in touch.