

OFFICE MANAGER JOB PROFILE

TASKS INCLUDE:

DAILY

- Maintain company financial accounts
- Perform bank reconciliations
- Ensure that company bank accounts are maintained in an efficient manner to meet company trading requirements
- Record revenue (fruit sales, other sales and general sources of income)
- Record and pay expenses (not general creditors which are maintained by another employee)
- During peach/pear/apple harvest prepare daily production and sales reports

WEEKLY

- During lemon harvest (6 month period) prepare weekly production and sales reports

FORTNIGHTLY

- Input data and prepare staff payroll

MONTHLY

- Perform bank reconciliations
- Prepare monthly cash flow reports and make appropriate changes to previous projections
- Prepare and lodge payroll tax returns
- Prepare and lodge monthly Business Activity Statements

QUARTERLY

- Prepare and lodge quarterly Business Activity Statements
- Prepare agenda, chair meeting and prepare and distribute minutes of Occupational Health and Safety Committee

BI-ANNUALLY

- Prepare annual cash flow projections
- Prepare financial reports (Profit and loss and balance sheet) for review by external accountants and enter any subsequent adjustments.

ANNUALLY

- Prepare Workcover remuneration confirmation and projections

AS REQUIRED

- Ensure that MYOB accounting and other software is current and is meeting the needs of the company accounting and payroll system.
- Ensure that company is meeting legislative obligations in relation to payroll, superannuation PAYG taxation and other requirements.
- Liaise with external accountants
- Manage contractor (harvest, pruning & thinning) agreements and payments.

- As Quality Assurance Manager maintain quality assurance system documentation (Freshcare Food Safety and Freshcare Environmental) and prepare internal audit review and liaise with external auditor during annual Freshcare review
- Update employment application forms, job descriptions, and associated employment documents.
- Liaise with injured employees and assist them in workers compensation matters
- Prepare employer reports in workers compensation matters
- Prepare Return to Work Plans for injured workers
- Liaise with occupational rehabilitation providers to assist injured workers to return to work
- Administer apprenticeship program and employment incentives
- Responsible for recruiting casual harvest labour
- Administer company security system (control distribution of keys, locks, etc)
- Negotiate contracts for company electricity accounts
- Manage company communication accounts – fixed line, mobile, internet
- Maintain company computer system and website
- Perform some of the tasks of the other office employee when this person is on leave or absent. These include:
 - ✓ Inputting data (hours worked, leave taken etc) for weekly payrolls for permanent and casual employees and ensuring payroll transfers occur in a timely manner
 - ✓ Paying monthly creditors
 - ✓ Answering phone and greeting visitors/members of the public

SKILLS REQUIRED FOR THIS POSITION INCLUDE

- Financial management skills including understanding of double-entry accounting.
- Good working knowledge of MYOB or similar accounting packages
- Computer literacy in business software in particular Microsoft Word and Excel
- Understanding of small office computer networks and data backup.
- Understanding of Occupational Health & Safety Procedures and Workcover Claims Management

ATTRIBUTES REQUIRED FOR POSITION

- Ability to work without direct supervision
- Time management skills
- Responsibility
- Confidentiality
- Willingness to work extended hours/days during the annual fruit harvest period

DRIVERS LICENCE

Applicants should hold a current drivers licence.

APPLICATION PROCEDURE

Applicants should submit their application by 02 February 2018:

- in a sealed envelope in person at the company office, or
- by post to R J Cornish & Co Pty Ltd, 174 Cottons Road, Cobram VIC 3644, or
- by email to james@rjcornish.com.

Applications should include a covering letter, resume, any supporting documentation and the names and contact details of at least two referees.