

Position Available:

Book Keeper (Part Time) Immediate Start



ARCHITECTS OF ARCADIA

Who we are:

Our multi-disciplinary team designs both buildings and landscapes for a range of diverse clients.

We need a book keeper for half a day a week to assist with:

- > Book keeping
- > Invoicing in/out
- > Cash flow
- > Reconciliation
- > BAS + PAYG
- > Office administration

You will need the following:

- > Book keeping experience
- > MYOB training/ experience
- > Accounting knowledge
- > Car + license (no public transport)
- > Fluent spoken and written English

How to apply:

Contact us and send your C.V. to:

reception@architectsofarcadia.com.au



Architects of Arcadia