

Work location:

Burwood, Melbourne, Victoria, Australia

About the Role:

As a Graduate Accountant, you will receive training and practical experience in a broad range of accounting and office functions, including:

- Full function of Accounts Payable and Accounts Receivable
- Bank and balance sheet reconciliations
- Assisting with monthly and annual financial reporting
- Budgeting and financial analysis
- Assisting with external audit and compliance requirements
- Customer service and responding to customer enquiries
- Providing administrative support to the Sales and Operations teams
- Liaising with customers, suppliers and overseas offices
- Supporting overseas offices with finance and administration matters
- General office administration and HR functions
- Other ad hoc duties as required from time to time
- Travelling to a subsidiary or overseas may be required occasionally

About You:

To be successful in this role, you should have:

- A Bachelor's degree in Accounting or Commerce (majoring in Accounting)
- Eligibility to commence or currently studying towards CPA or CA (desirable)
- Strong Microsoft Office skills, particularly Excel, Word and PowerPoint
- Experience with SAP Business ByDesign (SAP BYD) is advantageous but not essential
- Excellent written and verbal English communication skills
- Strong customer service and interpersonal skills
- Strong analytical and problem-solving abilities
- Excellent organizational and time management skills
- High attention to detail and accuracy
- A positive attitude, willingness to learn and ability to work as part of a team
- Ability to work in a fast-paced environment and meet reporting deadlines

What We Offer:

- Comprehensive on-the-job training and mentoring
- Exposure to accounting, finance, customer service and business operations
- Opportunity to work with international offices and customers
- Support towards CPA or CA professional development
- Career progression within a growing ASX-listed technology company
- Friendly, supportive and collaborative team environment

Eligibility:

Applicants must have the legal right to live and work in Australia.
Recent graduates are encouraged to apply.

To Apply:

Please submit your resume to email: jobs@rtl-corp.com