

Payroll/Accounts Payable Officer



- East Perth location
- Generous Salary Packaging
- 40 hour week – 6 weeks annual leave
- Initial 12 month fixed term

Gumala Aboriginal Corporation (GAC) works to alleviate poverty and promote self-determination for the Banjima, Yinhawangka and Nyiyaparli people of the Pilbara region in Western Australia.

This is a fantastic opportunity for an experienced Payroll Officer to take charge of the full payroll function. Working as part of our small, friendly Finance team, the Payroll Officer will coordinate the timely preparation and processing of pays for our team of approximately 70 staff and Directors; and support the Accounts Payable function as required.

Our ideal candidate will have a strong desire for personal growth, excellent attention to detail and a positive, can-do attitude.

Other Essential criteria are:

- Demonstrated payroll experience
- Excellent interpersonal communication skills
- Ability to multi-task and work to deadlines
- An understanding of salary sacrifice deductions
- A professional demeanor with a high level of integrity and confidentiality.
- Proof of COVID-19 vaccination, per State Directives.

Qualifications in accounting, finance or similar will be highly regarded.

Your responsibilities will be wide ranging, processing weekly and fortnightly payroll for staff and Directors, including casual timesheet collection and review, processing travel and related claims by staff and Directors, and keeping accurate and complete payroll records for all employees. There also will be a requirement to support the Accounts Payable function, setting up suppliers, processing invoices and other ad-hoc finance related duties as required.

To apply for this job: Please send your resumé and covering letter outlining your suitability for the role to jobs@gumala.com.au Applications without a covering letter will not be considered

Aboriginal and Torres Strait Islander are encouraged to apply.

Applications close on 1 May. However, shortlisting will begin immediately and Gumala reserves the right to close this position before that time.