



Accounts Officer

Baseball WA
Canning Vale, Perth WA
Accounts Officers (Accounting)
Part-Time/Casual (15-20 hrs/week)

About Us:

Baseball WA is the governing body for the sport in Western Australia. We have a vision of becoming a world-class sporting organisation striving to connect, motivate, and deliver an amazing experience to inspire our community.

The Opportunity:

Be part of a collaborative organisation where you will be responsible for managing accounts payable, accounts receivable, banking, and credit cards as well as providing general finance and administrative support across Baseball WA and its clubs. This is an excellent opportunity for an experienced bookkeeper who has an interest or exposure to working within a member-based association of a sporting nature.

About You:

- Demonstrated experience in accounts payable and receivable.
- Demonstrated experience in general accounting/bookkeeping functions.
- Experience in using accounting software and proven ability to adapt and learn new systems.
- Highly competent in using Excel for reconciliations and logical record-keeping.
- Demonstrated desire and ability to take initiative and work proactively.
- Ability to achieve high-quality results through attention to detail and accuracy.

Your reward for stepping into this challenge:

- A salary starting from \$25k + Super.
- A positive culture where you will have the opportunity to support grassroots communities and sport.
- Professional development and a strong commitment to support your career growth.
- Flexible work practices
- Free on-site parking
- For more information, please contact admin@baseballwa.asn.au

Applications close **5:00pm (AWST) on Friday 1 September 2023**. Baseball WA reserves the right to shortlist, interview, and fill this position prior to the closing date.



Department of
Local Government, Sport
and Cultural Industries



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www.wa.baseball.com.au

www.perthheat.com.au