



Koori Mail

The Voice of Indigenous Australia

THE NATIONAL INDIGENOUS NEWSPAPER – 100% ABORIGINAL-OWNED 100% SELF-FUNDING

ACCOUNTS / ADMINISTRATION OFFICER

(Re-advertised)
IMMEDIATE START

This position is a full-time role with the Koori Mail, the national Indigenous newspaper that has been operating for 30 years.

The head office is based in Lismore, NSW.

Our ideal candidate is an all rounder. Someone who has a strong background working in administration - inclusive of some accounts experience. We are willing to provide on-the-job training and support as required.

There is opportunity for growth and development within the role and organisation.

Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.

Established in May 1991, the Koori Mail is a fortnightly national newspaper reporting on the issues that matter to Aboriginal and Torres Strait Islander people.

The Koori Mail is distributed Australia-wide, providing news, views, advertisements and other material of vital interest to Aboriginal and Torres Strait Islander Australians and Australians interested in Indigenous affairs.

Duties:

Accounts:

- Accounts Receivable (includes customer invoicing and maintaining customer records)
- Accounts Payable (includes processing supplier invoices and payments)
- Generating Financial Reports and processing reconciliations

Administration:

- Subscriptions Database (includes entering payments, invoicing, maintaining database, responding to enquiries and generating reports)
- General Administration Support (includes supporting mail/freight receiving and dispatch and maintaining newspaper archives.
- Responding to customer/subscriber/supplier enquiries at the reception desk and over the phone)

Essential Qualities and Skills:

- Accounts / Admin experience
- Experience with Word, Excel, Outlook (or similar)
- Accuracy and attention to detail
- Proactive
- Reliable and trustworthy
- Versatile and adaptable
- Great communication and organisational skills
- Able to work independently without supervision and also as part of a team

Highly Desirable Skills:

- Xero software experience
- Subscriptions database experience

Salary details will be discussed during the interview process and will reflect experience and capabilities of the successful applicant.

Please email a cover letter outlining your experience in the above areas, with a current CV/Resume to: jacki@koorimail.com [link removed]

Applications close COB (5pm), Wednesday May 5, 2021.

No late applications will be accepted.