



# PIONEER Catchment LANDCARE

PO Box 3181, North Mackay Q.4740 | 6 Swayne St, North Mackay

## **Administration Officer / Bookkeeper**

PCL is seeking an Administration Officer (20 hours/week part time Clerks Award range \$23.09 - \$26.66 / hour plus leave entitlements).

Duties will include:

- process payroll;
- manage finances (ATO/BAS etc, accounts payable and receivable) and produce reports;
- HR administration as directed;
- general secretarial, business support and administrative duties;
- Assist with Landcare related projects and programs (e.g. volunteer administration, event organisation).

We are looking for a team member who is adaptable in a fast-paced environment, bringing a can-do attitude and a pleasant demeanour. You will have:

- current drivers licence;
- proficient book-keeping skills (e.g. Quickbooks);
- solid experience across the Microsoft Office Professional suite (particularly Word and Excel).
- Experience working with conservation or NRM groups will be an advantage.

Applications close June 14, 2021. Please send applications, including cover letter and two-page resume to PCL Chairperson, Sharon Dwyer [chair@pioneercatchment.org.au](mailto:chair@pioneercatchment.org.au). For further information, call Ms Dwyer on 0409835182.