

BOOKKEEPER

[Roma Taxation Services]

FULL TIME / PART TIME / CASUAL (AS APPLICABLE)

Join our Team

Location : Roma, Queensland 4455

Reports to : Kerri-Leigh Beck, Director/Tax Agent - Roma Taxation Services

About Roma Taxation Services

Roma Taxation Services is a locally owned public practice accounting firm supporting small businesses, primary producers, and individuals across Roma and regional Queensland. We focus on practical advice, strong relationships, and straightforward communication.

Our clients rely on us not just for compliance, but for guidance that helps them run better businesses and make confident financial decisions. We understand regional industries and take a down-to-earth, solutions-focused approach to accounting and advisory.

Our Approach

At Roma Taxation Services, we value:

- Practical advice over complexity
- Relationships over transactions
- Reliability and honesty
- Supporting regional businesses and families

We aim to make accounting understandable, useful, and genuinely supportive for our clients.

Professional Standards

Employees of Roma Taxation Services are expected to:

- Maintain strict confidentiality.
- Act with integrity and professionalism.
- Comply with ethical standards of the Institute of Public Accountants (IPA).
- Commit to ongoing professional development.

Work Health & Safety

All employees must comply with workplace health and safety policies and contribute to maintaining a safe and respectful workplace.

Position Purpose

The Bookkeeper is responsible for ensuring accurate record keeping, maintaining compliance with relevant legislation, and supporting the preparation of financial reports. The role requires strong attention to detail, organisational skills, and the ability to manage multiple client accounts (if in a practice environment).

Key Responsibilities

Accounts Management

- Process accounts payable and receivable
- Reconcile bank, credit card, and loan accounts
- Prepare and process payroll, including superannuation and leave entitlements
- Maintain accurate general ledger entries

Compliance & Reporting

- Prepare and lodge BAS, IAS, and other statutory reporting (if registered)
- Assist with payroll tax and superannuation compliance
- Maintain compliance with ATO requirements

Client Support

- Liaise with clients regarding financial documentation and queries
- Provide software support and training (e.g., Xero, MYOB, QuickBooks)
- Maintain confidentiality of client financial information

Skills & Experience

- Proven experience in bookkeeping or similar financial role
- Strong understanding of Australian accounting and taxation requirements
- Experience with accounting software (e.g., Xero, MYOB, QuickBooks)
- High level of accuracy and attention to detail
- Excellent time management and organisational skills
- Strong written and verbal communication skills

Qualifications

- Certificate IV in Bookkeeping or Accounting (preferred)
- Relevant industry experience

Personal Attributes

- Professional and ethical approach to handling financial information
- Ability to work independently and within a team
- Proactive and solution-focused mindset
- Strong problem-solving abilities

How to apply

Contact us

Send us through your resume including an outline of your experience and qualifications via email at admin@romatax.com.au.

Alternatively should you wish to discuss this role in more detail, please connect with us by phoning our office on (07) 4622 1818 or make an appointment to visit us at 21 Major Street, Roma Qld 4455.