

Junior Accountant responsibilities include:

This is a team members role, responsible for workflow management for the team as well as working on the more complex and high-end compliance work and various projects and advisory work. You will report and work closely with the Director/Senior advisory consultant and be fully supported in continuing to grow, learn and develop. Must have a CPA, CA or ATAINZ registration.

Job brief

We are looking for an ambitious Junior Accountant to provide support to the Senior Accountant/Director become part of a small accounting practice firm. You will be part of a team of professionals working to maintain order and transparency for the company's finances and our clients.

Onboarding new clients, bookkeeping, training clients using Xero, preparing financial statements, and reporting are a large part of the junior accountant's day-to-day work. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

The goal is to contribute to the overall efficient operation of KREA Group and assist in its strategic and regulatory functions.

Responsibilities

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company legislation accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned



- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings and annual returns
- Use and deployment of Xero accounting software, Xero Practice manager, Workpapers and IRD online platforms
- Ensuring that communication to all clients and staff are with timely manner of circumstances
- File GST returns when required in a timely manner
- Bookkeeping when required according to Income tax act 2007 and Tax administration act 1994.
- Assist with any other duties as and when required to support the business and team members.

Requirements

- Proven experience as a junior accountant
- Proven accounting tertiary studies
- Excellent organizing abilities
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and familiarity with relevant computer software (e.g., XPM)
- Qualifications (CA, CPA, CIMA or ATAINZ) is a plus but not required
- Proficient in Bookkeeping
- Must know how to use Xero Accounting Software
- Must be teachable and a team player.
- Ability to work from home
- Must attend fortnightly meetings onsite at agreed location.