



*Exclusively
Strata*

LICENSED STRATA SPECIALISTS

Wagga Wagga



Work Placement Position

EXCLUSIVELY STRATA

Accounting/bookkeeping & office management

Exclusively Strata is a specialised firm that can assist Accounting and Business Management students in learning about the day-to-day operations of a small business, financial management and control of clients of that business, logistics and data base management. We offer excellence in training accounting software, meetings protocol and procedures, and office tasks by the owner of the business who is CPA of over 30 years and ex-Senior Lecturer from CSU-Wagga BBus(Acc) with four accounting degrees and other qualifications.

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|-----------------|------------------------|
| Subject: | Session 2 (60): ACC275 |
| Specialisation: | Accounting |
| Location: | Wagga Wagga |
| Availability: | 1 position |

The applicant will be given a chance to undertake the following aspects of professional accounting practice and business management:

1. Basic bookkeeping using commercial accounting software: recording income, receipts and payments.
 2. Bank reconciliations using the accounting software.
 3. Monitoring debtors and reporting those in arrears.
 4. Producing periodic financial reports from the software and integrating it with Excel program to manipulate and generate tailor-made reports for the clients of the business.
 5. Basic office management tasks: banking, scanning documents, updating data bases.
 6. Attending meetings held by the business with its clients to observe formal meeting procedures. Assist with production of Minutes and other reports from those meetings.
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Further Info

How to apply

Complete [Form F: Authority to Disclose Information](#), and email the Manager, Workplace Learning Unit with a covering letter, a copy of your academic transcript to FOJBBS-WPL@csu.edu.au .

Closing Date

[Closing Date](#)
