



**The Vintage** offers many luxury comforts to provide our clients with a relaxed aspect and a memorable experience; essentially as time stands still so that they can enjoy all we have to offer. **The Vintage** is the spectacular setting for our award winning golf course (designed by Greg Norman) and the internationally acclaimed hotel, Chateau Elan at The Vintage which has been awarded Gold in the Luxury Accommodation category in the NSW Tourism Awards; is one of Australia's largest day spas and offers 100 luxurious suites and villas .

We offer our clients beautiful Spa facilities and the opportunity to indulge in some fine wines and cuisine in our Legends Restaurant at The Vintage. Our team members are here to ensure our clients stay does not only meet their expectations, but exceeds them.

Why not take a walk through our website, [www.thevintage.com.au](http://www.thevintage.com.au) for an overall view of the resort?!

We have exciting opportunity available for a professional, polished and experienced Accounts Clerk at **The Vintage**.

**The general duties of this role include:**

- Accounts Payable & Receivable - invoice processing, supplier statement reconciling, supplier payment run selection, filing and credit application completion.
- Daily banking duties; collection, reconciling and banking of cash and cheques, reconciling EFTPOS takings between the terminal and register. Entering payments taken through the administration terminal (Member Payments).
- Enter daily banking data into the bank reconciliation spreadsheet. Processing any cash under/over's from the registers and entering any petty cash withdrawals.
- Assist in reconciling purchase orders to invoices when received.
- Stationery Ordering and Mail Sorting
- Manage the ATM- monitor and top up when required and balance
- Balance Petty cash float monthly
- Member payments
- Statement Reconciliation
- Asset registration data entry

This role will certainly appeal to individuals with a strong work ethic who enjoy a challenge and thrive on variety.

Please submit your application, including a current CV and a covering letter to [hrassistant@thevintage.com.au](mailto:hrassistant@thevintage.com.au) or via SEEK.

*We appreciate the time you have taken to apply for this role, along with the effort that goes into submitting an application, however only those applicants successful in gaining an interview will be contacted. Thank you for your understanding with this decision.*