



UKARIA

Role:	Bookkeeper/Receptionist
Reporting To:	Business Manager & Artist Liaison
Title	Bookkeeper
Hours:	Part Time (2 days/ week, flexible)
Date:	October 2022
Position Purpose / Primary Objectives	
To maintain accurate and complete records of all financial transactions in an orderly manner. To act as receptionist and assist patrons on the phone with ticketing enquiries/ sales. To provide administrative support.	
About UKARIA	
Opened in 2015, UKARIA is a place of inspiration, where artistry is nurtured and celebrated, and new work is born.	
Due to growth in activity, this is a new role that reports directly to the Business Manager & Artist Liaison.	
Key Responsibilities	
<ul style="list-style-type: none">• Process invoices and receipts into DEXT software system• Reconcile of bank statements including company credit cards• Record and maintain company daily financial transactions• Respond to account enquiries from accountant• Prepare monthly revenue reports and code transactions accordingly• Ensure there are sufficient funds on company credit cards• Raise invoices as directed by Management• Prepare payroll• Manage the on-line booking system for UKARIA and process orders as required• Provide general reception and administration support	

Pre-requisite Knowledge/Experience

- Previous relevant experience
- Mature and accountable disposition
- Proficient user of technology, knowledge of Xero desirable
- Intermediate to Advanced knowledge of MS Suite Programs – Word, Excel, PowerPoint and Outlook
- Ability to maintain high levels of confidentiality
- Strong verbal and written communication skills
- Strong organisational and time-management skills
- Ability to work independently and as part of a small team
- Certificate IV or Diploma in Accounting and Bookkeeping is highly desirable

Primary Work Location

UKARIA Head Office
911/147 Pirie Street
Adelaide SA 5000