



**Denmark Arts Council**  
**Job Description: Finance Officer**  
**December 2018**

Reports to Business Manager

- Take responsibility for all aspects of data entry into MYOB and reconciliation of all general ledger accounts
- Oversee banking
- Prepare invoices and management of debtors and creditors
- Prepare financial reports as per policies and procedures manual, or on request
- Provide financial data, statistics and charts as requested for reporting and presentation purposes
- Manage all aspects of payroll
- Complete a quarterly Business Activity Statement reporting on GST and PAYG taxes
- Maintain all records required for financial compliance
- Prepare accounts for annual audit and presentation to members
- Assist with development of relevant policies and procedures
- Process, track and reconcile all merchandise and ticket sales, including setting up ticket offices at events and festivals
- Contribute to grant acquittals
- Reconcile bank accounts and petty cash on a monthly basis
- Other duties as required