

Accounting Applications Specialist (Trainee)

The Alpha School System has been developing, marketing and supporting a product called TASS® for the past 21 years. TASS® is a specialised web based application for managing key functional areas of Private and Independent Schools. It is currently installed in hundreds of schools throughout Australia and overseas as their sole school wide administration system.

We are seeking a professional, well presented person to specialise in the Accounting and Payroll/HRM areas of TASS®. A key attribute will be the ability to learn quickly and think laterally to deliver solutions. This is an excellent opportunity to bring your skills and knowledge to our client services team where your input is appreciated.

The position requires a person with a strong knowledge and understanding of accounting processes and principals gained either from formal study or relevant work experience. One of the critical selection criteria is a willingness to learn and take on the challenge of a career in application training and support.

Essential Skills:

- An exceptionally good approach to customer service.
- Proven time management skills.
- Ability to identify and meet crucial deadlines.
- Strong knowledge of accounting processes.
- Strong understanding of accounting principles.
- Exposure to General Ledger and Payroll systems will be highly regarded.
- Proficiency with Microsoft® Office products including Excel, Word and Outlook.
- Proficiency with web browsers and using web applications.

The Role:

Includes involvement in the following areas:

- Managing Implementation projects.
- Training of new users on the setup and operation of the application to meet their school's needs.
- Providing general consulting services to clients on all aspects of the Accounting modules.
- Investigating and responding to support requests from users.
- Writing and updating user documentation.
- Testing software modifications and enhancements.

The Benefits:

- Full training provided on the software application.
- Hands on exposure to web based technologies.
- Hands on exposure with enterprise relational database technologies (MS SQL Server).
- Professional small team environment.
- Your own laptop.
- Strong career prospects.
- Salary is negotiable to match your experience.

It is a full time role and may involve travel in Australia and overseas.

Please email your Application Letter and Resume (PDF or MS Word) to Alan at alann@tassweb.com.au
In your application please address whether you have a strong knowledge and understanding of accounting processes and principals and how you obtained it.