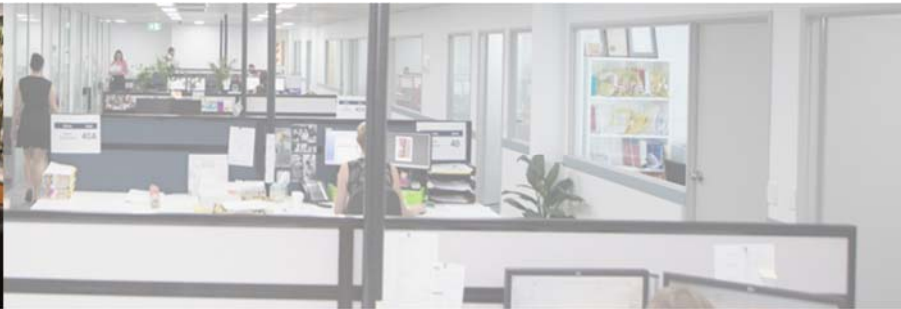


MH MILLER HARRIS LAWYERS



Accounts Clerk

The opportunity

An opportunity has arisen for an experienced Accounts Clerk to join our Cairns office. The role is based within the firm's accounts team. In this role, you will have the opportunity to further develop your professional skills in a dynamic and supportive environment. Key responsibilities include:

- daily processing of accounts payable and receivable (end to end);
- bank reconciliations including credit cards and petty cash float;
- assist with processing of journal entries and data entry into the accounting system;
- adhering to trust account regulations;
- filling and storage of financial reports and account source documents;
- file administration and monitoring of internal deadlines;
- other administrative tasks as required.

The position will be full-time, based in the Cairns office, with a competitive remuneration package on offer for the successful candidate.

Our firm

Miller Harris Lawyers has been in business in Far North Queensland for over 30 years and is one of the region's leading law firms. We provide commercial, property, litigation, dispute resolution, family law and estate planning legal services to a broad range of clients from our offices situated in the Cairns CBD and Mareeba. Our people are at the heart of our business success and our strategy is underpinned by our philosophy of investing in and developing our people to ensure they reach their full potential.

Who we are looking for

We are looking for a candidate who has:

- minimum three years + experience in an accounts based role (preferably within a law firm);
- demonstrated knowledge and experience with operation of a trust account;
- exceptional attention to detail;
- advanced experience with the Microsoft Office suite of software;
- well-developed written and verbal communication skills;
- a commitment to team work;
- ability to prioritise, multitask and adopt proactive approach to your work; and
- high standards of professionalism.

Benefits

- competitive remuneration package;
- opportunity to further develop your professional skills in a dynamic and supportive environment.

How to apply

To apply for this opportunity, please email your covering letter and resume to hr@millersharris.com.au (all applications are treated confidentially). Please reference "Accounts Clerk" in the subject line of your email.