




Senior Accountant

		
<p>Mackay or Proserpine</p>	<p>Full-time \$90,000-\$110,000 p.a. + 12% Superannuation</p>	<p>Corporate Shared Services</p>

Position Overview

Join Reef Catchments in a key finance role supporting the delivery of accurate, reliable financial services across the organisation.

As the Senior Accountant, you will oversee day-to-day financial operations, financial reporting, budgeting, audit coordination, grant acquittals, and payroll oversight. Working closely with the Finance and Corporate Services Manager, program teams, senior leadership and Boards, you will provide trusted financial support that enables informed decision-making and organisational success.

This role is ideal for an experienced accounting professional who enjoys combining technical expertise with stakeholder support, continuous improvement, and meaningful work that contributes to positive environmental outcomes.

Key Responsibilities

- Prepare accurate financial reports, monthly balance sheet reconciliations, cash controls and operational performance reporting.
- Assist with project budgeting, job costing and budget monitoring across the organisation.
- Reconcile and acquit grant and funding income in collaboration with program teams.
- Support managers and project officers with project budgets, financial reporting and project audits, including regular meetings to help them understand and meet their project financial deliverables.
- Coordinate day-to-day financial operations, including accounts payable, accounts receivable, payroll oversight and month-end processes.
- Ensure financial records are accurate, up to date and compliant with relevant legislation, accounting standards and organisational policies.
- Prepare BAS documentation and maintain asset and equipment registers.
- Coordinate annual audit requirements and liaise with external auditors.
- Support the implementation and ongoing compliance of financial policies, procedures and controls.
- Provide financial support and reporting assistance to the Finance and Corporate Services Manager, Senior Leadership Team and Boards.
- Assist with mentoring and supporting finance team members to ensure high-quality service delivery.
- Contribute to a collaborative, inclusive and safety-focused workplace culture.



About You

You are a proactive and detail-oriented finance professional with strong technical accounting skills and a commitment to delivering high-quality outcomes.

You will bring:

- Relevant tertiary qualifications in Accounting, Finance or a related discipline.
- Demonstrated experience in financial accounting, reporting, budgeting and reconciliations.
- Experience coordinating audits, compliance reporting and grant acquittals.
- Sound knowledge of payroll, accounts payable and accounts receivable functions.
- Strong analytical, organisational and communication skills.
- The ability to build productive working relationships across all levels of an organisation.
- A commitment to continuous improvement and excellent customer service.

Experience within the not-for-profit sector is desirable but not essential.

About Reef Catchments

At Reef Catchments, the work you do has a lasting impact on the places, communities and industries that make the Mackay Whitsunday Isaac region unique.

Reef Catchments is the natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We work with landholders, Traditional Owners, industry, community groups, researchers and government to improve the region's land, water and biodiversity.

Our projects deliver practical, on-ground outcomes. Whether it's improving water quality flowing to the Great Barrier Reef, restoring wetlands and habitats, supporting sustainable agriculture, or helping local communities care for the environment, we're focused on projects that make a real difference across our region.

We're a team of people who enjoy working together to solve problems, build partnerships and deliver results. We value different perspectives and experiences because they help us make better decisions and achieve improved outcomes for the region.

If you're looking for a role where you can see the difference your work makes, you'll find it at Reef Catchments.

Benefits Include

- Five weeks annual leave
- Flexible working arrangements
- Up to \$2,000 per year toward professional development
- Work locally in the Mackay, Whitsundays region
- Be part of a growing and continuously improving business
- Additional paid day off at Christmas
- Career development and progression opportunities
- Team building and wellbeing initiatives
- Opportunity to contribute to meaningful environmental and community outcomes

Selection Criteria

- Relevant tertiary qualifications in Accounting, Finance, Commerce or a related discipline.
- CA or CPA qualification, or progress towards attaining one, will be highly regarded.
- Demonstrated experience in financial accounting, including month-end reporting, balance sheet reconciliations, budgeting, job costing and financial performance reporting.
- Proven experience managing or overseeing accounts payable, accounts receivable, payroll functions and financial transactional operations.
- Experience coordinating annual audits, preparing BAS documentation, and ensuring compliance with relevant legislation, accounting standards and organisational policies.
- Demonstrated experience reconciling and acquitting grant funding, project budgets or other externally funded programs.
- Strong analytical and problem-solving skills, with a high level of accuracy and attention to detail.
- Demonstrated ability to interpret financial information and communicate effectively with managers, executives, Boards and other stakeholders.
- Proven ability to manage competing priorities, meet deadlines and work effectively both independently and as part of a team.
- Experience using accounting and financial management systems, with advanced proficiency in Microsoft Excel. Experience with Calxa or similar budgeting software will be highly regarded.
- Demonstrated commitment to fostering positive workplace relationships, supporting colleagues and contributing to a collaborative team environment.
- Current Queensland Driver Licence.

How to Apply

1. Provide a cover letter addressing your suitability for the position based on the 'About You' and 'Selection Criteria' sections.
2. Attach your current resume.

Your application will be assessed by the selection panel based on your cover letter, resume, and any additional selection processes, which may include an interview.

For further information, please contact Human Resources on (07) 4968 4200 or via email at careers@reefcatchments.com.

Please forward your application to careers@reefcatchments.com by close of business Thursday 23 July 2026.

We are seeking to fill this role as soon as possible and will review applications as they are received. Interviews may commence prior to the closing date, so early applications are encouraged.