

Position Description

Position Title: Cash Reconciliation Specialist **Date:** August 2024
Location: Tahua HUB, Takapuna, Auckland **Reports to:** Accounting Manager (Retail)
Department: Finance - Retail

Who we are:

Tahua Partners Limited is a great Kiwi business, home to well-loved brands in retail and hospitality. Inspired by a common vision and a shared passion for hospitality/retail, we strive to serve our communities in a truly unique way based on our heritage in Aotearoa. Each of our business units operate independently as they face the market, but are supported by resources, skills and solutions available through the Tahua community (e.g.: Information Services, Finance, Payroll, Strategy Development, Project Management, Property, and People and Culture). Each business celebrates its own unique culture, however we are all connected through the Tahua values of 'better', 'manaakitanga' and 'whanaungatanga'.

Why you'll love this role:

Our retail brands are thriving! Great business means we have a busy finance team, and this is an opportunity for a highly organised and detail orientated Cash Reconciliation Specialist to join our Retail Finance Team. Finance is the lifeblood of any organisation, and you'll get to play a part in maintaining and improving our financial health as we grow in the future.

If you're passionate about solving puzzles and uncovering discrepancies, then this role is perfect for you. Your keen eye for detail and strong analytical skills will be essential in managing reconciliations and ensuring financial accuracy.

We work at pace, and you'll be exposed to a variety of tasks with a focus on continuous learning and improvement. You'll be working as part of a small, fun, but high-performing retail focused-team who work closely together and will provide great support and encouragement. As an added bonus you'll be located in open, light new offices, with an in-house Starbucks café, overlooking Takapuna Beach.

What you'll deliver in this role:

- Responsible for the bank reconciliation end-to-end processes.
- Perform daily bank reconciliations for store sales, including cash, Eftpos transactions, and other merchant deposits, ensuring accuracy and promptly identifying discrepancies.
- Become the subject matter expert of our inhouse Bank Reconciliation software.
- Conduct swift investigations and resolutions of any banking discrepancies or variances identified during reconciliations, maintain clear and thorough documentation for auditing purposes
- Update and maintain accurate financial records in the accounting system, assist in maintaining general ledger accounts, and complete all routine month-end duties in a timely manner.
- Accurately recording banking transactions in the General Ledger in a timely manner.
- Assist with the provision of regular reporting for management to be able to assess the cash and debtor position of the company and identify any potential issues.

- Complete office bank reconciliations and post all GL entries and keep the records up to date for management review.
- Handle ad hoc financial analysis and reporting tasks as required, supporting the broader finance team with special projects and inquiries; and to cover staff absences and workload priorities.
- Assist with other duties that may be required.

What you'll bring to the role:

- At least 3 years' experience in high-volume bank reconciliations.
- Solid experience using financial systems. Previous knowledge of NetSuite is an advantage.
- A high level of attention to detail, with a strong focus on accuracy. Strong analytical and problem-solving abilities.
- The ability to work at pace, under pressure and with little supervision to meet deadlines, set priorities and deliver the requirements of the role.
- A high degree of resilience and adaptability to cope with unexpected, changing environments. Responsive to varying business demands.
- Huge energy and determination. Fun, real and professional (without being corporate or formal)
- Excellent written and oral communication skills, including building and maintaining strong working relationships with internal and external stakeholders.
- A great team player, recognising that the entire team functions more effectively as a whole, rather than the sum of its parts.
- Demonstrates enthusiasm for mastering new systems and technologies, quickly adapting to changes in tools and processes.