



Staff Profile: **Carolyn**

**Position:**

Bookkeeping Consultant (Accounts Payable)

**Qualifications:**

- Bachelor of Commerce – Melbourne University
- VCE (Score 97.8)
- Undertaking the CPA program (starting in 2007)



**Experience:**

Carolyn is accounting qualified with 24 months experience across accounting and administration. She has a strong working knowledge in systems such as MYOB.

Carolyn is currently employed by Accountants Plus P/L two days per week in the role of 'Assistant Accountant' where she perform tasks including administration, AR, AP, BAS, reconciliation's and tax returns.

Carolyn has experience in the restaurant industry having completed an Assistant Manager role for 'Ginza Teppanyaki' Restaurant, thus has background knowledge in the food industry.

**Personal Details:**

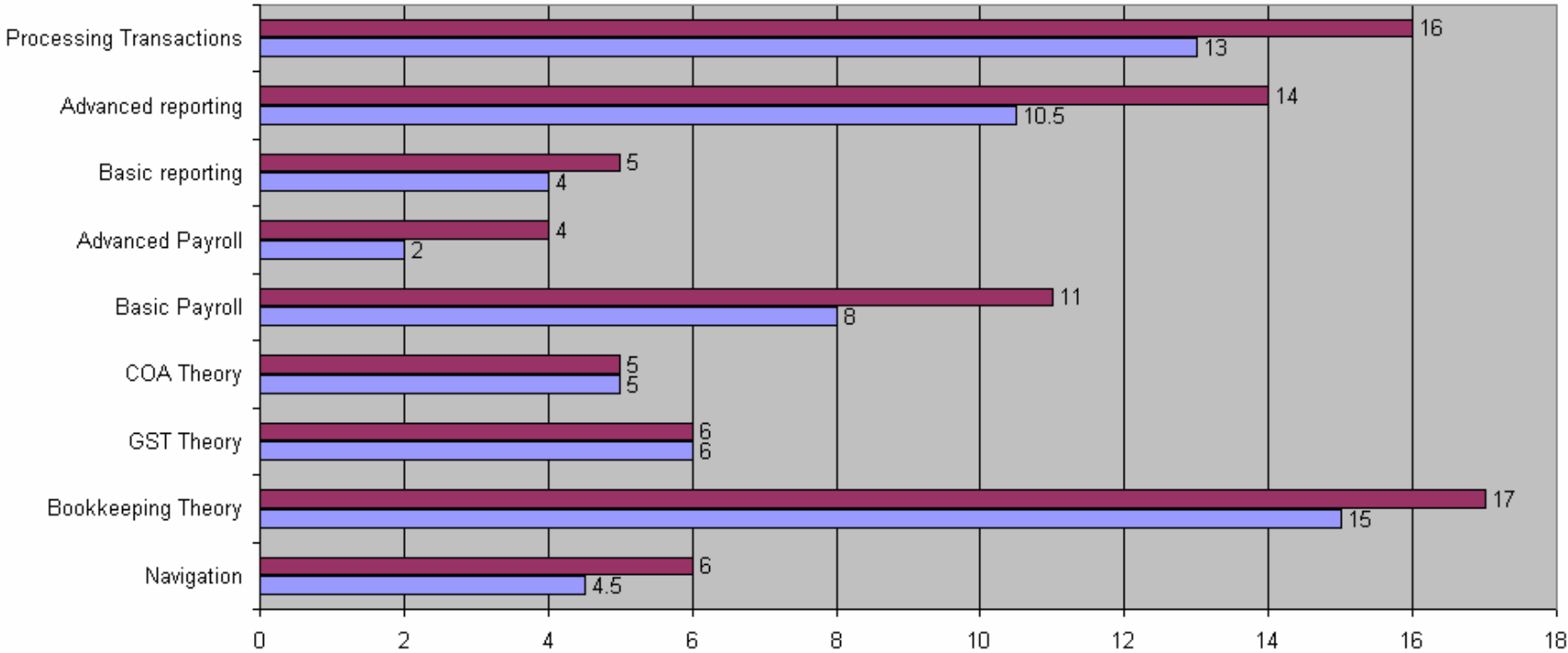
Carolyn lives in Carlton North and has her license and transport. She is seeking a long term role 3 days per week to compliment the current 2 day per week role Accountants Plus P/L. and would also be interested in accepting a full time role as Accountants Plus work is seasonal.

**Exam results:**

Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. Carolyn's 81% result (shown on the next page) illustrates her ability to successfully complete the job criterion you have nominated.

*Note: The exam is intended to be challenging. The 50% pass mark is designed to select candidates that have a solid working knowledge of MYOB and accounting theory.*

**MYOB Exam results  
Carolyn**



	Navigation	Bookkeeping Theory	GST Theory	COA Theory	Basic Payroll	Advanced Payroll	Basic reporting	Advanced reporting	Processing Transactions
■ Possible	6	17	6	5	11	4	5	14	16
■ Score	4.5	15	6	5	8	2	4	10.5	13

■ Score ■ Possible