



Staff Profile: **Emma**

Position:

Bookkeeper



Qualifications:

- Bachelor of Professional Accounting –Macquarie University
- Undertaking the CPA program (starting July 2010)

Experience:

Emma is accounting qualified with 18 months experience across accounting and property sales. She has a strong working knowledge of MYOB. Emma is working for a Stationary store in Collingwood on Tuesday and Fridays and a Pet care business in Elsternwick 2 days per week. Both roles use MYOB for AP, AR, Payroll, Inventory, administration, budgeting, variance analysis and management reporting.

Emma was employed by City Hunter Cyber Café Group Australia 3 days per week in the role of 'Bookkeeper'. During that 16 months she performed tasks including AR, AP, Inventory, reconciliation's, weekly payroll and Group certificates, preparation of Financial Reports and translating of Financial information to management reports. She was an Office Administrator for Peter Shipway for 1 year completing Bookkeeping and real estate work.

Personal Details:

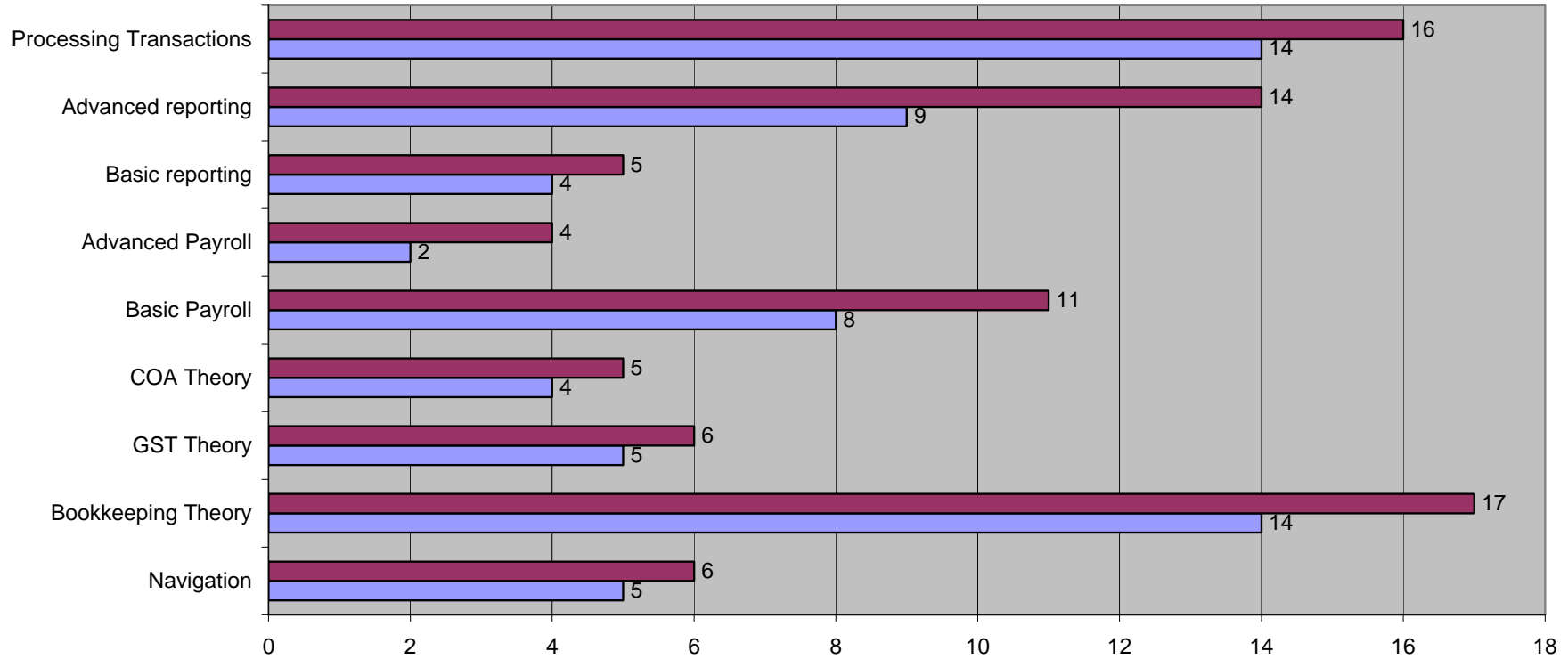
Emma lives at the Docklands. She has 1-2 days available per week.

Exam results:

Quinlan Consulting test all staff to ensure they have the required experience and theory to undertake the role. Emma's 77% result (shown below) illustrates her outstanding ability to successfully complete the job criterion you have nominated.

Note: The exam is intended to be challenging. The 60% pass mark is designed to select candidates that have a solid working knowledge of MYOB and accounting theory.

MYOB Exam results



| | 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 | 5 | 14 | 5 | 4 | 8 | 2 | 4 | 9 | 14 |

■ Score ■ Possible

