



## Payroll Assistant Coordinator/Coordinator

37.5 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, disability, settlement and health, employment and training, child care and many more community-based services. We are seeking an enthusiastic and highly skilled talent to fill the above position in our organisation.

### Position Summary:

This position will be responsible for end-to-end payroll processing, as well as delivering efficient and effective HR services to our employees.

### Main Duties and Responsibilities:

- Perform end-to-end fortnightly payroll processing and payroll-related operations, such as superannuation, fringe benefit, general ledger etc;
- Maintain HR records and payroll data;
- Coordinate employees' exiting procedures to ensure they are followed according to policies and procedures;
- Manage Worker's Compensation cases and payments in accordance with relevant legislations.

### Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"><li>• Tertiary qualifications in Accounting, Business Administration or equivalent;</li><li>• Minimum 1-2 years of payroll experience within Australia;</li><li>• Excellent command of spoken and written English;</li><li>• Ability to speak another community language e.g. Korean/ Vietnamese/ Indonesian/ Mandarin/ Cantonese;</li><li>• Proven ability of attention to detail and high level of accuracy;</li><li>• Demonstrated high levels of numeracy skills and proven ability of logical thinking;</li><li>• Proven ability of prioritising and coordinating tasks to meet deadlines;</li><li>• Demonstrated excellent interpersonal skills with the ability to build and maintain strong working relationships with key stakeholders;</li><li>• Ability to work independently and as a member of a team; and</li><li>• Hold a valid National Police Certificate.</li></ul>	<ul style="list-style-type: none"><li>• Experience in using computer based payroll and HR systems, like ichris and humanforce; and</li><li>• Knowledge of NES and other employment-related legislations.</li></ul>

Salary and employment conditions for the above position are as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS's long day care, before and after school, and vacation care services.

### How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to Ms. Vickie Xu, Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to [recruitment@cass.org.au](mailto:recruitment@cass.org.au). Applications close at **5:00pm, 23 January 2026**.

For enquiries on the position, please call Ms. Vickie Xu on (02) 9789 4587 ext.1115.

Only shortlisted applicants for interview will be notified.

