

# GOVERNMENT SHARED SERVICES



**KRISTY**

**NEILSEN**

**ACCOUNTS/PAYROLL MANAGER  
BOOKKEEPER**



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## Professional Experience

Kristy has over 14 years experience in Bookkeeping, Administration and Customer Service, providing extensive knowledge in ATO compliance and reporting. She is methodical, efficient and has excellent personal and communication skill.

## Qualifications

- Certificate IV – Financial Services, Bookkeeping Institute of Australia, 2012

## Memberships and Registrations

- Tax Practitioner Board - BAS Agent (25995421)
- The Institute of Certified Bookkeepers - Affiliate Member (322640)

## Skills

- Proficient in the use of software including Microsoft Office (excel, publisher, word), myob, xero, and qbo
- Ability to build a professional and friendly rapport with clients and staff
- Knowledgeable in payroll, including salary sacrificing, modern awards and entitlements
- Experienced in ATO compliance, GST, Single Touch Payroll and Superannuation
- Grasps new concepts and ideas quickly and implements them to benefit the business