

# CAPABILITY STATEMENT

## Michelle Appleby



### **Accounts Officer Accounts**

#### **CONTACT DETAILS**

03 6427 5317

43 Formby Road  
Devonport TAS 7310

#### **QUALIFICATIONS**

- Cert IV Hospitality
- Provide First Aid & Provide CPR
- RSA

Michelle is a valued member of the Accounts team based in the Devonport office. With a strong background in the hospitality industry, she has developed exceptional communication, organisational and time management skills through her experience managing caravan parks, cafés and restaurants.

In her current role as an Accounts Officer, Michelle specialises in accounts receivable and credit card reconciliations. She is proficient in using MYOB Acumatica for managing financial transactions and reporting, and leverages ProSpend to streamline and reconcile corporate credit card expenses. Her attention to detail and commitment to accuracy make her an integral part of the finance function.

#### **Areas of expertise**

- Accounts payable
- Accounts receivable
- ProSpend
- Marketing
- Management
- Customer service

#### **Professional experience**

- Pinion Advisory – Accounts Officer, 2022-current
- Hidden Valley Caravan Park - Kununurra W.A – Manager, May 2020-August 2021
- BIG4 St Helens & BIG4 Ulverstone – Manager, 2017-2020
- Beachway Motel, Ulverstone – Manager, 2015-2017
- The Cherry Shed Cafe, Latrobe – Manager, 2008-2015