



Accounts Clerk – Arncliffe

8:30 to 12:30

\$20,000 pa + Super + on-site parking

Full function accounts payable and receivable role using MYOB

Close to public transport – on-site parking

Company

Golf NSW is seeking an experienced Accounts Clerk to start ASAP. The role offers an interesting variety of functions which will test your time-management skills.

Responsibilities

Reporting to the Chief Financial Officer, you will:

- Provide administrative support to the CFO.
- Code and process invoices and prepare payments
- Manage receipting and banking
- Reconcile GL Accounts
- Manage the member clubs' affiliation fee register and small club rebate program

Skills and experience:

You will bring to the role several years Accounts Payable experience and a strong knowledge of accounting principles.

- Intermediate to advanced MYOB and Microsoft Office experience
- Attention to detail.
- Troubleshooting and problem solving
- Excellent time-management skills

Applications:

If you meet the requirements, and would like to be considered for this varied and interesting position, please e-mail your resume' and covering letter to denise.rogers@golfnsw.org

Closing Date: COB Friday 21st June 2013

Note: If you have not been contacted by 28/6/13, your application has not been successful.

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Golf NSW Limited ABN: 48 001 642 628

