



HIT ME WITH YOUR BEST SHOT

AUCKLAND TENNIS INC.  
ASB TENNIS CENTRE  
No. 1 Tennis Lane, Parnell  
PO Box 2905, Auckland  
New Zealand  
Telephone 64-9-373 3623  
Facsimile 64-9-373 3625  
Email  
asbcentre@aucklandtennis.co.nz



## **JOB DESCRIPTION**

### **ACCOUNTS ADMINISTRATOR**

#### **Auckland Tennis Inc**

**Responsible to:** CEO

**Functional Relationship with:** CEO Auckland Tennis  
Executive Secretary Auckland Tennis  
Pro Tennis Shop Manager  
Treasurer Auckland Tennis  
Administration Assistant Auckland Tennis  
Tennis Operations Manager Auckland Tennis  
Marketing and Communications Manager Auckland Tennis  
ConeyStanley Events  
ASB Bank – Parnell

**Primary Responsibilities:** To act as the Accounts Administrator for Auckland Tennis Inc.

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#### **Specific Tasks:**

1. Manage the SAGE accounting system for Auckland Tennis accounts administration.
2. Administer casual staff wages.
3. Carry out Auckland Tennis banking.
4. Prepare and issue invoices as requested by Auckland Tennis staff.
5. Prepare for approval and then action, monthly account payments by Auckland Tennis, including direct credits.
6. Record and post funds received by Auckland Tennis.
7. Enter the Annual Budget into SAGE and print off monthly year to date management accounts.
8. Answer account queries from Auckland Tennis management and customers.
9. In liaison with the CEO and Executive Secretary Auckland Tennis, carry out such other account related administration tasks required from time to time in support of Auckland Tennis activities.