



FINANCIAL ADMINISTRATOR POSITION

Tri Star Gymnastics is a leading provider of Gymsports in the Auckland area. Based in the Mt Roskill the club has there own purpose built facility.

Applications are invited from experienced financial administrators with relevant qualifications.

This position is part time approximately 20 hours per week. The successful applicant will need to have experience in working in MYOB AccountRight and Payroll, GST, Banking, Budgeting, Cashflow and other financial administration. The position requires monthly financial reporting to the CEO.

The ability to work as part of a team and excellent time management skills are essential.

Salary will be dependant on qualifications and experience. Working hours are flexible by negotiation with the CEO.

The closing date for applications is 15th February 2017, with the position starting 9th March 2017.

Please send your letter of application, CV and support information to:
jenny.jujnovich@tristar.org.nz