



SCHEDULE A – DUTIES OF Accounts Administrator (or Manager?)

- You will be employed by Trubet Management Ltd
- Trubet Management Ltd provides management services to Trubet Building, Skyline, Accolade Kitchens & Joinery, Garador
- MYOB AccountRight Premier System is used for all Creditors and Debtors transactions, Reconciliations, GST, Job Costing and preparation of Accounts for Accountant end of year
- Microsoft Outlook emailing, receiving and printing Invoices, Statements, Job Orders, emailing debtors Invoices and reminders
- Matching creditors invoices to purchase orders, inputting to MYOB AccountRight, coding to jobs, preparing for payment
- Creditors monthly Reconciliation, Payments
- MYOB Payroll systems for fortnightly salaries and wages of Trubet Management Ltd and Trubet Building & Joinery Ltd employees
- BankLink reconciliation of S&R Builders rental property, Trubet Management Ltd, income and expenses, filing GST returns, online IRD filing and payments
- Invoicing between Management and trading, invoicing to rental properties for rates and insurance outgoings
- IRD online filing and payments for GST, PAYE, ACC and other Tax payments
- Online Banking for payments, transfers, creditors, payroll
- Proficiency in using Word and Excel for letters and documents when necessary
- Telephone system, answering calls, transfers, managing some enquiry, messaging
- Personal Assistance to Management, carry out emails, letters, tasks
- Accurate recording, filing, payments and coding in correct ledgers
- Job costing and inter-company transaction recording from timesheets, invoices and stock sheets
- Organisation and diarying to meet all payment deadlines
- Day to day management of Cushman Wakefield and Restaurant Brands maintenance contracts several national entities, keeping them informed of progress
- Purchase Orders to sub-contractors or information to our staff for maintenance work and materials as required for these maintenance contracts, invoicing on completion
- Day to day managing progress invoices for Trubet contracts, small jobs using correct invoice letterhead
- Monthly reporting to Management on Creditors, Debtors and Bank status
- Following up overdue Debtors with requests for payment
- Maintain all filing systems, systematic filing, Banking & Mailing when required
- Professional Liaison with our clients, creditors, staff and contractors at all times
- Any other reasonable tasks in connection with Trubet Management Ltd as requested by management including tidying, archiving, file compaction, dishwasher loading and cleaning if necessary and as time allows

Beth Flowerday
Office Manager

1 February 2017