

Erie MetroParks

Board of Park Commissioners

Title	Accounting Clerk		
Position Type:	Year-Round, Full-Time	Non-Supervisory	
Position Summary:	Meets and serves the public in the MetroParks Accounting Office assisting with bookkeeping and other duties regularly performed by the Accounting Office.		
Reports To:	Financial Administrator, or as assigned	Classification:	Non-Exempt
Salary Range:	\$14.00-\$20.80, commensurate with experience		
Position Description			
<p>Functions and Responsibilities:</p> <ul style="list-style-type: none"> ▪ Creates and issues invoices for customers per established procedure. ▪ Accepts payments for established park fees and charges; makes corrected changes. ▪ Writes receipts and pay-in documents pursuant to established MetroParks' procedures and state mandates. ▪ Completes daily bank deposits. ▪ Posts receipts manually and/or in the computer as instructed. ▪ Prepares and issues purchase orders as assigned. ▪ Organizes, sorts, reconciles, and/or files documents related to accounts payable and receivable, payroll, and other financial service areas as assigned. ▪ Records and tracks expenditures as assigned. ▪ Assists with and/or prepares payroll and other forms of correspondence as assigned. Tracks incoming donations, creates annual report, and files report with local Probate Court. ▪ Writes, sends, and records 'Thank You' letters in receipt of donations. ▪ Prepares and submits monthly credit card report to Board of Park Commissioners. ▪ Oversees annual uniform procedures; issues corresponding taxable fringe forms. ▪ Issues and tracks inventory numbers assigned to equipment and/or furniture; conducts annual report. ▪ Serves and assists at the reservations desk as assigned, reserves facilities, and registers program activities. ▪ Answers the telephones, routes incoming calls and emails, and prioritizes and relays messages in a timely and accurate manner. ▪ Collaborates on interdepartmental committees as assigned. ▪ Maintains confidentiality on sensitive issues and nonpublic records. ▪ Meets, deals, and greets with the public in a professional, helpful, and pleasant manner. 			

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- Maintains a professional, cooperative working relationship with other staff members.
- Wears and maintains uniform items as provided and in accordance with MetroParks' policies.
- Operates MetroParks' licensed vehicles assigned for staff use.
- Follows all policies and directives within the Erie MetroParks Employee Guide.
- This is a full-time position. Days of work are flexible, Monday through Friday, between the hours of 8:00 am to 4:30 pm. Occasional evening and weekend work will be required as job duties demand.
- Perform other duties as assigned.

Skills/Qualifications:

- High school diploma or equivalent supplemented with previous experience in accounting or bookkeeping; college degree in a related field preferred.
- Good mathematical abilities/skills; competent knowledge of spelling and word usage; good diction and telephone etiquette; ability to deal tactfully with the public and co-workers; proficiency in filing, and good penmanship.
- High skill level with spreadsheet and accounting/financial software and Microsoft applications, especially Excel and Word; experience with Sage preferred.
- Excellent keyboarding skills, competent in the correct and efficient use of common office machines/equipment, including computer hardware and software.
- Able to communicate effectively and follow instructions, both orally and in writing, knowledge of English grammar, spelling, punctuation, and word usage.
- Valid training in CPR, Standard First Aid, and Bloodborne Pathogens at the time of employment or within the introductory period and thereafter as instructed by 9.1.2.10 Safety Training in the Employee Guide.
- A valid driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.

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While performing the duties of this job, the employee is constantly required to sit, use hands, finger, type, use repetitive motion, and see. The employee frequently is required to walk, use hands and fingers to handle and feel, talk, and hear. The employee occasionally is required to carry, stand, bend, crouch, pull, and reach vertically and horizontally.

Alternates to the above qualifications are acceptable as approved by the Executive Director.