



JOB DESCRIPTION

JOB INFORMATION

Title: Part-Time Account Technician

Classification: Part-Time I, II, or III – Hourly

Supervisor: Finance Director

JOB SUMMARY

This temporary position will serve as an assistant and backup to the accounting staff in the management and supervision of the accounting operations of Bismarck Parks and Recreation District to include Accounts Receivable, Accounts Payable, Payroll, Fixed Assets, Budgeting, Financial Reporting, and General Ledger. The position will perform a wide variety of accounting functions in a municipal parks and recreation system.

Employee will follow all appropriate policies and procedures of the District to include computer operation, accounting policies and procedure handbook, human resource policies and other standard operating policies and procedures.

Work independently and with a team of the Finance Director, Accounting Specialist, Accountant, and Account Technician in the administration of the financial operations of the district.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

**** ESSENTIAL FUNCTIONS***

***Accounts Receivable**

Review and reconcile all daily deposits from various Park District facilities made through the bank night depository.

Maintain spreadsheets for cash receipt records.

Assist with the recording of all receipts in the General Ledger.

Assist with preparation of various monthly billing statements.

Assist with the maintenance of green fee package records.

***Accounts Payable**

Input invoices into the accounting system, generate checks, and mail to vendors. File paid invoices and maintain vendor files.

Update monthly projects report in Access database.

Assist with generating and filing all month end accounts payable reports.

Payroll and Personnel

*Review personnel actions for appropriate paperwork and assist with inputting into payroll module of accounting system.

*Collect and review timesheets for bi-weekly payrolls.

*Input payroll data into accounting system, generate checks, sort for distribution, print and file all related payroll reports.

*Maintain employee files.

Assist with procedures for direct deposits.

Maintain leave records and distribute monthly totals to employees and managers.

Assist with the completion of unemployment claims.

Fixed Assets

Assist with Fixed Assets reconciliation as needed.

Budget and Financial Reporting

Assist the Finance Director with the annual budget preparation.

General Ledger

Assist with the performance of month-end accounting procedures as needed.

Print and distribute monthly budget reports to appropriate persons.

Print monthly balance sheet.

Other

*Assist in maintaining a filing system of all accounting records of the District.

*Provide professional customer service in dealing with the public on the phone or in person.

*Notify appropriate supervisor if employees are not following established policies in the District's Policy and Procedure Manual.

Other duties as assigned.

JOB SPECIFICATIONS

Position requires the completion of junior year in high school as of May 24, 2019 with successful completion of high school Accounting I and II classes. Position also requires the ability to sit for 2-4 hours at a time and the ability to lift a minimum of 30 pounds or heavier lifting with other employees. Preferred qualifications include successful completion of general college coursework including Principles of Accounting and/or experience in an office setting.

Knowledge of the following: accounting practices and procedures; office management and administrative methods and computer knowledge and operation of Microsoft Windows, Word, Excel, Access, Outlook, and accounting systems.

Understanding and respect of the need for confidentiality of accounting, personnel, and District operations.

Ability to communicate effectively (verbal and written), to work effectively on more than one task at a time, operate a variety of office equipment including computers, copier, and calculator, to maintain effective working relationships with other employees and the public, and to deal with customer relations courteously and tactfully.

WORKING CONDITIONS

Shared office with Accounting staff.

Office location is in the District Administrative office with approximately 12-15 other Park District employees on site.

This position would ideally work Monday – Friday from mid-May through August 2019 from 20 – 40 hours per week. Please complete the Bismarck Parks and Recreation District's job application and submit proof of successful completion of high school Accounting I and II classes and/or completed college coursework including Principles of Accounting to Bismarck Parks and Recreation District, ATTN: Kathy Feist, 400 East Front Avenue, Bismarck, ND 58504. The job application can be viewed and obtained at the Park District office or at www.bisparks.org/jobs.