

**Accountant**  
**Bismarck Parks and Recreation District**

As the Accountant for Bismarck Parks and Recreation District (District), you will be part of a high performing team who is responsible for the financial operations of the District. Your responsibilities will include inputting employees into the accounting and electronic time and attendance systems, processing payroll, preparing accounts payable for processing, and a wide variety of other duties.

To thrive in this position, you must possess strong analytical and problem-solving skills, be able to process data with a high degree of accuracy and maintain a high level of attention to detail, work effectively on more than one task at a time, and must pass a background check and drug/alcohol screening.

If you meet these requirements, we will be screening application materials for these minimum qualifications: An Associate's degree in a field directly related to the job description with a minimum of two years' work experience in a position related to the job description, a valid driver's license, an understanding of accounting practices and procedures, and the ability to lift 30 pounds alone or heavier lifting with other employees.

Preferred qualifications include a Bachelor's degree in accounting or in a field related to the job description or the ability to complete the Bachelor's degree within six month of hire date, additional work experience related to the position such as payroll processing, experience in a governmental accounting position, certifications related to the job description such as a Certified Public Accountant and/or an understanding of fund accounting principles.

Starting bi-weekly salary range is \$1,700 - \$2,150 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be submitted to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504 by 5:00 pm on June 30, 2021 or until the position is filled.

The job description and application can be viewed and obtained at the Park District office or at [www.bisparks.org](http://www.bisparks.org).

EOE



## **JOB DESCRIPTION**

### **JOB INFORMATION**

Title:	Accountant
Classification:	Full-Time – Operations III
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor:	Finance Director

### **JOB SUMMARY**

Perform a wide variety of accounting functions in a municipal parks and recreation system.

Follow all appropriate policies and procedures of the District to include computer operation, Accounting Manual, human resource policies and other standard operating policies and procedures.

Work independently and with a team of the Finance Director, Accounting Specialist and Account Technician in the administration of the financial operations of the District, including the accounting computer system, electronic time and attendance, Accounts Receivable, Accounts Payable, Payroll, Fixed Assets, Budgeting, and General Ledger.

### **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 FUNCTION***

#### **\*Payroll and Human Resources**

Review personnel actions and input into payroll and electronic time keeping systems.

Review electronic time keeping entries and input into payroll system to process bi-weekly payroll.

Assist in preparing and maintaining payroll and benefits records and reports.

Respond to employment verification requests.

Assist with year-end procedures necessary for processing W-2's.

**\*Accounts Receivable**

Prepare monthly accounts receivable invoices.

Prepare and reconcile daily deposits.

Assist in recording and posting to revenue accounts.

Assist with the internal controls over collections, deposits and recording of all accounts receivable.

**\*Accounts Payable**

Review and prepare all invoices for payment.

Serve as liaison between vendors and District staff, to include disbursement of invoices and preparation of purchases orders as requested.

Respond to payment and procedural questions from vendors and staff.

**\*Other Essential Duties**

Follow all District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

**Other Duties**

Assist with maintaining general ledger and providing monthly budget reports to appropriate staff as needed.

Assist with revision of Accounting and Human Resource Policy and Procedure manuals.

Assist with maintaining a filing system of all accounting records of the District to include record retention compliance.

Assist in the accounting for the Bismarck Recreation Council including the issuance of checks, making deposits and maintaining records.

Keep abreast of federal and state payroll and wage laws, in addition to general accounting knowledge, specifically that dealing with government accounting. Read necessary publications and attend workshops.

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

Other duties as assigned.

### **JOB SPECIFICATIONS**

The position requires an Associate's degree in a field directly related to the job description with a minimum of two years' work experience in a position related to the job description, a valid driver's license, an understanding of accounting practices and procedures, and the ability to lift 30 pounds alone or heavier lifting with other employees.

Preferred qualifications include a Bachelor's degree in accounting or in a field related to the job description or the ability to complete the Bachelor's degree within six month of hire date, additional work experience related to the position such as payroll processing; experience in a governmental accounting position, certifications related to the job description such as a Certified Public Accountant and/or an understanding of fund accounting principles.

Knowledge of accounting principles, practices, and procedures, office management and administrative methods.

Computer skills in the operation of Microsoft Windows, Word, Excel, Access, Outlook and accounting systems.

Ability to understand the complete accounting cycle and how it relates to the District and its' mission, understand each division's roles and how the information becomes a part of the financial record, effective written and verbal communication skills, strong analytical and problem-solving skills, ability to maintain effective working relationships with other employees and the public and to deal with customer relations courteously and tactfully and the ability to work effectively on more than one task at a time.

### **WORKING CONDITIONS**

Shared office space with Accounting staff.

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

Office hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday. Schedule may vary upon request.

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Updated June 2021

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Employee Signature

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Date

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Division Director's Signature

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Date

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Executive Director's Signature

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Date