

ACCOUNTANT



The Accountant maintains financial records in compliance with applicable laws and generally accepted accounting principles. The Accountant performs a variety of administrative accounting functions within the Finance Department including managing accounts receivable, revenue, and/or expenditure control records.

Essential Functions:

- Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required.
- Under the general direction of the Director of Account and Financial Systems, maintains financial records and implements office/accounting procedures to maintain an efficient workflow.
- Develops, communicates and implements policies and procedures, district-wide. Acts as liaison between finance department and budget managers.
- Analyzes financial records and designs and generates reports which require a variety of advanced personal computer skills.
- Ensures compliance with generally accepted accounting principles (GAAP) for financial statement preparation and audit purposes.
- Manages revenue receipt, accounts receivable and/or expenditure records.
- Prepares bank deposits, as required.
- Designs processes using personal computer software applications with respect to reporting for self and other users; assists in the design/modification of accounting software systems throughout the Park District.
- Assists the Director of Account and Financial Systems and/or Controller in balancing the financial ledgers, reconciling the bank statements, and performing interdepartmental chargebacks.
- Assists the Director of Account and Financial Systems and/or Controller in the maintenance, audit and reconciliation of inventory records; fixed asset and merchandise for resale.
- Effectively supervises assigned employees, including the following:
 - Interviews, selects and trains employees;
 - Coaches employees in proper job performance techniques and procedures;
 - Directs work of employees and sets/adjusts hours of work;
 - Maintains records on employee productivity and appraises employees' productivity and efficiency to recommend promotions or other changes in status;
 - Handles employee complaints and disciplines employees when necessary;
 - Apportions work among different employees;
 - Monitors or implements legal compliance measures;
 - Determines the type of materials, supplies, or tools to be used by employees and controls the flow and distribution of materials and supplies; and
 - Provides for the safety of employees and the property of Cleveland Metroparks.

Other Functions:

- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to

hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.

- Updates and enhances own knowledge by involvement in continuing education for professional growth (i.e., attends relevant conferences, seminars, in-service trainings, and certification programs)
- Communicates information and provides constructive input to assure that long-term and short-term planning initiatives are compatible with the Finance Department and the mission of Cleveland Metroparks.
- Arranges for support functions for the Director of Account and Financial Systems, Controller, and Chief Financial Officer (CFO) including composition of communication, routine and technical.
- May act as the Director of Account and Financial Systems in the Manager's absence.
- Performs related duties as assigned or apparent.
- Bachelor's Degree in Accounting or Finance. Minimum of three years of experience in Accounting or Finance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must have a valid driver's license under the laws of the State of Ohio.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Management skills and strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.
- Proficiency in software programs including all Microsoft Office programs.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.
- Ability to perform with considerable independence and initiative.
- Highly developed communication and organizational skills to effectively interact with various levels of Park District personnel and external auditors.
- Ability to establish and maintain effective internal and external working relationships.

Filing Deadline: July 26, 2018

Wage: \$41,605 - \$52,006 per year

To Apply:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1151751&d=ExternalCareerSite&r=5000382876106#/>

Please visit the Cleveland Metroparks career site for more information

Cleveland Metroparks is an Equal Opportunity Employer committed to a diverse and talented workforce.