

**Staff Accountant  
Cleveland Metroparks**

The Staff Accountant maintains financial records and performs tasks which maintain organizational compliance with applicable laws and generally accepted accounting principles. This includes performing a variety of accounting functions within the Finance Department, such as bank reconciliations, account reconciliations, financial analysis, and cross-functional support within the Finance Department.

**Essential Functions:**

1. 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.
2. Maintains financial records and implements office/accounting procedures to maintain an efficient workflow.
3. Participates in the development, communication, and implementation of policies and procedures Park District-wide. Acts as liaison between the Finance Department and budget managers.
4. Analyzes financial records and designs and generates reports which require a variety of advanced personal computer skills.
5. Ensures compliance with generally accepted accounting principles (GAAP) for financial statement preparation and audit purposes.
6. Reviews revenue cycle transactions and accounts receivable, which includes, but is not limited to:
  - a. Understanding Cleveland Metroparks revenue control systems (point-of-sale and payment processing systems)
  - b. Monitoring contracts for items to be billed and following up on outstanding invoices
  - c. Reviewing taxable and non-taxable items with revenue locations and completing Ohio Sales Tax returns
7. Balances financial ledgers, reconciles bank statements, and performs interdepartmental chargebacks.
8. Assists with the maintenance, audit, and reconciliation of inventory records, including fixed assets and merchandise for resale.
9. Obtains an understanding of the control environment and performs audits of the effectiveness of controls and compliance with Finance policies.
10. Keeps direct supervisor promptly informed of key/significant issues or concerns.
11. Carries out duties and responsibilities safely and efficiently to maintain a safe work environment and surrounding area for oneself, co-workers, and the public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
12. Updates and enhances own knowledge by involvement in continuing education for professional growth (i.e., attends relevant conferences, seminars, in-service training, and certification programs)
13. 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.
14. Performs related duties as assigned or apparent.

**Qualifications:**

- Bachelor's Degree in Accounting or Finance. Two years of experience in Accounting or Finance preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain 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 the 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 the 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.

**Salary:** \$46,398 - \$57,998 Annually

**Work Days:** Monday – Friday

**Filing Deadline:** Open Until Filled

**To Apply:** Please visit our career site at [www.clevelandmetroparks.com](http://www.clevelandmetroparks.com) or copy and paste the following link into your web browser:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1151751&d=ExternalCareerSite&r=5000777367506&fromPublish=true#/>

