

## POSITION DESCRIPTION



**POSITION TITLE:** Accountant

**CREATED:** November 2017

**SUPERVISOR'S TITLE:** Director of Finance

**FLSA Status:** Exempt

### **PURPOSE**

The Accountant position supports the financial and IT functions of the Fort Wayne Zoological Society. The financial piece of this position will place an emphasis on revenue recognition, balance sheet reconciliations, budgeting, and the evaluation and improvement of work streams. The IT piece of this position will focus on providing internal technology support to all areas of the zoo and acting as a liaison with external consultants. This position also contributes to positive guest experiences and performs other duties as required.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ESSENTIAL FUNCTIONS**

- ▶ Manages the revenue recognition function of the Society.
- ▶ Reconciles subsidiary ledgers of the Society to the general ledger and ultimately financial statements; responsible for proposing any adjustment based on the completed analysis.
- ▶ Prepares any journal entries related to revenue recognition to ensure that the Society is following generally accepted accounting principles (GAAP).
- ▶ Prepares other journal entries as requested.
- ▶ Responsible for balance sheet account review and proposing any adjustments based on the completed analysis.
- ▶ Works with Director of Finance on the development of the annual budget.
- ▶ Maintains procedures for work streams.
- ▶ Cross-trains on other financial and office functions and serves as back up when necessary.
- ▶ Evaluates work streams and projects and exercises discretion in independent judgment in the suggestion of changes to strengthen controls, create efficiencies, and ensure regulatory compliance when applicable.
- ▶ Provides data and reports regarding goals and progress as needed or requested.
- ▶ Accepts other projects and duties as assigned by the Director of Finance.
- ▶ Keeps abreast of best practices and regulations as pertains to IT management and GAAP.
- ▶ Coordinates and provides internal technology support to all departments.
- ▶ Coordinates projects with external IT consultants to support network, email, and equipment.
- ▶ Creates and executes budget for replacement, licensing, and additions of IT equipment and network needs.
- ▶ Assists with special projects and helps other zoo employees as needed.
- ▶ Actively contributes to positive guest experiences.

### **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience.

- ▶ Bachelor's Degree in accounting, business, or other related field is required.
- ▶ Three years of accounting experience is preferred; seven years is required if Bachelor's Degree is not in accounting.
- ▶ Experience with MIP is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Proficient knowledge of generally accepted accounting principles.
- » Knowledge of and ability to perform IT troubleshooting and support.
- » Knowledge and ability to learn about current and upcoming regulations that impact the zoo's IT and financial environments.
- » Knowledge of and ability to accomplish project management with an emphasis on the ability to successfully drive change.
- » Knowledge of and ability to develop, implement, and maintain processes.
- » Ability to work with numbers while exhibiting exemplary attention to detail.
- » Ability to work independently on multiple projects and priorities.
- » Ability to maintain accurate records.
- » Ability to professionally and effectively communicate with others through written correspondence.
- » Excellent ability to troubleshoot, analyze situations, and make sound business decisions.
- » Ability to exercise discretion, make independent decisions, and manage time effectively.
- » Excellent knowledge of Microsoft Office software.
- » Strong organizational skills.
- » Knowledge of general office procedures and practices.
- » Ability to create and manage budgets.
- » Ability to work a flexible schedule as needed.
- » Ability to handle confidential information.
- » Ability to understand and follow all safety regulations.
- » Ability to handle multiple tasks simultaneously.
- » Ability to arrive to work on time and maintain a positive attendance record.
- » Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

## **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- » Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- » Ability to read reports, receipts, and other statements.
- » Ability to properly lift and carry light supplies and materials.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Good speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous animals.