

POSITION DESCRIPTION



POSITION TITLE: Senior Accounting Assistant

UPDATED: August 2019

SUPERVISOR'S TITLE: Director of Finance

FLSA Status: Nonexempt

PURPOSE

The Senior Accounting Assistant is responsible for accounting disbursements functions, employee benefit administration, and serves as backup for balancing subsidiary ledgers to deposits for POS and ride revenue streams. Accounting disbursement systems are defined as accounts payable and payroll. 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

- ▶ Responsible for accounts payable function of the Fort Wayne Zoological Society.
- ▶ Collects invoices for payment by the Society and matches invoices to packing slips.
- ▶ Verifies purchase has been made according to Society policy, i.e. proper approvals and vendors.
- ▶ Processes payment according to due date.
- ▶ Maintains vendor file and sets up customers as approved vendors.
- ▶ Prepares monthly accounts payable accrual.
- ▶ Performs analysis of payments as requested.
- ▶ Responsible for processing payroll and maintaining database.
- ▶ Collects time cards for bi-weekly pay, verifies approval of time worked, and balances payroll to time cards.
- ▶ Updates system for pay rate changes and deductions.
- ▶ Determines if PDO time is available for use and applies as needed to employee pay.
- ▶ Enters payroll data to database for payment and into Checkbook Module Software.
- ▶ Prepares monthly payroll accrual.
- ▶ Performs analysis of payroll as requested.
- ▶ Maintains employee deduction files and related registers.
- ▶ Assists employees with benefit administration and maintains employee benefits records.
- ▶ Explains benefits to employees and acts as liaison between benefits providers and employees.
- ▶ Maintains the following files: guest complaints, outside contractors' proof of insurance, human resource files, lost-time injury reports, guest accident reports.
- ▶ Completes OSHA reporting.
- ▶ Serves as primary backup for balancing subsidiary ledger to deposits for POS and ride revenue streams.
- ▶ Reviews accounts receivable for zoo guests and miscellaneous transactions.
- ▶ Participates in annual budgeting data collection and preparation as requested.
- ▶ Keeps procedures current at all times.
- ▶ Maintains accounting records in office, offsite, and destruction as required following zoo record retention policy.
- ▶ Maintains office supplies for administrative building.
- ▶ Coordinates mail service.
- ▶ 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.

- ▶ High school diploma or GED is required.

- » Three years of related work experience is required.
- » Junior college level coursework in business, accounting, or a related field is preferred.
- » Valid driver's license 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.

- » Ability to post and make mathematical calculations accurately.
- » Ability to perform clerical and analytical work requiring the use of independent judgment.
- » Ability to maintain accurate records.
- » Ability to professionally and effectively communicate with others through written correspondence.
- » Ability to troubleshoot, analyze situations, and make sound business decisions.
- » Ability to make independent decisions and manage time effectively.
- » Knowledge of Microsoft Office software.
- » Knowledge of MIP accounting software.
- » Strong organizational skills.
- » Knowledge of general office procedures and practices.
- » Knowledge of correct grammatical usage, punctuation, etc.
- » 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; and ability to properly handle currency.
- » 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.