

Accountant Cleveland Metroparks

The Accountant maintains financial records in 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 managing accounts receivable, revenue, and/or expenditure control records.

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. Under the general direction of the Accounting Manager, maintains financial records and implements office/accounting procedures to maintain an efficient workflow
3. Develops, communicates, and implements policies and procedures Park District-wide
4. Acts as liaison between the Finance Department and budget managers
5. Analyzes financial records and designs and generates reports which require a variety of advanced personal computer skills
6. Ensures compliance with generally accepted accounting principles (GAAP) for financial statement preparation and audit purposes
7. Maintains revenue, expenditure, fixed asset and other financial records.
8. Assists with the Accounting Manager and Controller in balancing financial ledgers, reconciling bank statements, and performing interdepartmental chargebacks
9. Assists with the maintenance and reconciliation of various accounting records and preparation of year end audit schedules.
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. One to 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 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 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: \$45,471 - \$56,839 (Internal equity considerations and the average salary of the peer range will be reviewed/considered before making a final offer)

Filing Deadline: 1/31/2024

To Apply: Please visit our career site at 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=5000997204906&_fromPublish=true#/