



Oaks Park Part-Time Accounts Payable/Accounting Clerk Job Description

Reports to: Finance and HR Director
FLSA: Hourly
Approved By: Chief Executive Officer and Finance and HR Director

Position Summary:

As a part-time Oaks Park Accounts Payable/Accounting clerk, under supervision, you are responsible for performing a variety of routine to difficult accounts payable, along with some reconciliation, inventory, miscellaneous general ledger postings, and clerical duties. You will support the current staff member with processing purchase orders and entering accounts payable transactions. In addition, you will interact with current park departmental staff on miscellaneous accounting issues.

Essential Duties, Job Responsibilities, Requirements, Qualifications, Knowledge, Skills, and Abilities:

- Experience with CenterEdge, Traverse, and Paylocity Software, a plus but not required.
- Review invoices for appropriate documentation before payment.
- Process Accounts Payable and maintain purchase orders.
- Able to assist with accounts receivable and bank reconciliation.
- Have a professional and courteous demeanor with excellent written and verbal communication skills.
- Assist department managers with monthly inventory counts.
- Have strong computer (Microsoft Office) and phone skills.
- Be a highly organized and logical thinker with the ability to retain details.
- Excellent problem-solver and able to multi-task.
- Ability to work independently, and as part of a team.
- Confident with the ability to enforce OPA policies and procedures while maintaining a friendly and courteous rapport with guests and coworkers.
- Flexible and enjoy working in a fast-paced environment.
- Ability to follow all company policies and safety practices.
- Excellent attendance and dependability.
- Perform other work as assigned, which may not be listed above. These duties may change with or without notice.

Qualifications:

- Must be 18 years old or older.
- Understand GAAP
- Experience in accounting software.

- Have proven experience in accounting, preferably in accounts payable.
- High school diploma
- A college degree is a plus but not necessary.

Physical Demands:

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Able to twist, bend, stoop, reach, and or kneel.
- Able to lift up to 30 pounds in place or move across a distance.
- Able to sit for several hours at a time.

Schedule:

- MUST be available to work part-time days.

Wage:

- This is a part-time non-benefited position and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. Starting wage at \$20.00+ an hour, doe.

Benefits:

- At Oaks Park, some amazing employee perks include free rides and roller skating, discounts on food and in our gift shop, REAP card (while supplies last), which allows an employee and a guest to visit several other Non-Profit venues within the state, along with a GREAT FUN atmosphere to work in.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug-free workplace, and a pre-employment drug screen and background check is required.

2/1/2024