



Oaks Park Accounting Assistant Job Description

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

Position Summary:

As an Oaks Park Accounting Assistant, under supervision, you are responsible for performing a variety of routine to difficult accounting, customer billing, and bi-weekly payroll tasks. You will support the current accounting staff members with processing receivables, payables, and payroll needs. You will interact with all department staff and new hire employees.

Essential Duties and Job Responsibilities:

- Process customer invoices for outstanding payments.
- Process payments in POS.
- Process Accounts Receivable - POS into accounting software.
- Assist Accounts Payable with processing purchase orders and payments.
- Reconcile customer and vendor accounts.
- Assist with Bank Reconciliation.
- Follow Oaks Park cash handling policies and procedures.
- Verify, post, compile various accounting documents.
- Process new hire onboarding paperwork in payroll system.
- 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.
- High school diploma or equivalent. Some college level accounting or bookkeeping courses desired.
- Two to five years prior experience with accounting, bookkeeping or finance.
- Able to pass a drug and background check.

Knowledge, Skills, and Abilities:

- Understand and follow GAAP.
- Experience with POS.
- Experience with CenterEdge, Traverse, and Paylocity Software, a plus, but not required.
- Highly organized and logical thinker with the ability to retain details.
- Professional and courteous demeanor with excellent written and verbal communication skills.

- Strong computer knowledge of Microsoft office and phone skills.
- Excellent multitasker and a good problem-solver.
- 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.
- Able to respond appropriately to difficult guests.
- Flexible and enjoy working in a fast-paced environment.
- Ability to follow all company safety practices.
- Excellent attendance and dependability.

Physical Demands:

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Able to see up-close and to adjust focus to accurate read numbers.
- 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 days, with some possible weekends, holidays and variable event hours.

Wage:

- This is a Part-time to full-time position and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. Wage is starting at \$18.25 per hour, doe.

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 pre-employment drug screen and background check are required.

Approved 3/3/2020