



Oaks Park Accounts Payable/Accounting Assistant Job Description

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

Position Summary:

As an Oaks Park Accounts Payable/Accounting Assistant, under supervision, you are responsible for performing a variety of routine to difficult accounts payable, bank reconciliation, general clerical, and back-up for bi-weekly payroll. You will support the current staff members with processing payable and payroll needs. In addition, you will interact with current department staff and newly hired employees.

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

- Have proven experience in accounting, preferred in accounts payable.
- Process Accounts Payable in Traverse accounting software along with maintaining purchase orders.
- Able to provide assistance with bank reconciliation.
- May assist with processing new hire onboarding in the Paylocity payroll system.
- Must be 18 years old or older.
- High school diploma.
- A college degree is a plus.
- Have a professional and courteous demeanor with excellent written and verbal communication skills.
- Have a strong computer with Microsoft Office and phone skills.
- Experience in accounting software.
- Experience with CenterEdge, Traverse, and Paylocity Software, a plus but not required.
- 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.

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, days, some weekends, and potential variable hours.

Wage:

- This is a part-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 \$17.00 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.

11/27/2021