

SEASONAL ACCOUNTING ASSISTANT Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs basic accounting procedures including auditing all facilities receipts and deposits, takes reservations and works under the supervision of the Finance Officer; performs related duties as required.

STATEMENT OF TASKS:

Understanding of reservation system with the ability to take reservations for all county parks.

Understanding of accounts payable and the ability to assist in the daily process.

Understanding of cash receipts system and the ability to reconcile daily revenues and process bank deposits

Understanding of auditing system and the ability to implement standards and communicate them to other department supervisors

Understanding of payroll system and the ability to process time sheets

Understanding of Excel and the ability to assist and create spreadsheets

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITY.

Ability to communicate effectively with the general public and staff Ability to understand and follow oral and written directions

Ability to operate a computer.

Ability to operate a calculator

Ability to handle and balance cash, make change

MINIMUM QUALIFICATIONS:

6 (Six) college credits in accounting and/or two years accounting experience

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours as scheduled and/or as directed.

Must be courteous in dealing with the general public and fellow staff members