

CONSERVANCY FOR CUYAHOGA VALLEY NATIONAL PARK
JOB DESCRIPTION

JOB TITLE: Bookkeeper
Location: Conservancy for Cuyahoga Valley National Park Administration Office
Reports To: Fiscal Coordinator
FLSA Status: Non-exempt – Part Time

RESPONSIBILITIES: Under the general direction of the Fiscal Coordinator, the Bookkeeper completes a broad range of daily, weekly, and monthly bookkeeping, clerical and related tasks as assigned by the Finance Director and Fiscal Coordinator.

I. Job Duties and Responsibilities

- Enter A/P invoices in the accounts payable system of the Conservancy's accounting software. Ensure that all purchases have appropriate management approval before processing for payment.
- Create A/R invoices in the accounts receivable system of the Conservancy's accounting software. Send out monthly statements for past due receivables and follow up with appropriate staff and vendors regarding past due accounts.
- Reconcile credit card batches on a daily basis. Post deposits to general ledger.
- Posts all cash and checks received to general ledger and completes bank deposit information.
- Prints and prepares checks for signature and mailing. Mails signed checks.
- Enter daily sales and receipts for the retail division in the Conservancy's accounting software.
- Enter and reconcile deposits for Extraordinary Spaces and Conferences in the Conservancy's accounting software on a monthly basis.
- Works with Fiscal Coordinator on additional bookkeeping tasks as needed.
- Assist with monitoring and managing banking activities.
- Assist with oversight of the inventory of all fixed assets, (computers, furnishings, etc.).
- Assist with the annual audit and contribute to the audit by providing documentation requested by auditors.

II. Requirements:

- Ability to work with standard accounting software applications such as Sage Peachtree Accounting System, Excel, Word processing, Internet and E-mail.
- Ability to effectively present information to staff and upper management.
- Ability to respond to common inquiries from staff.
- Ability to write clearly and coherently in correspondence.
- Ability to be self-organized and approach tasks with a systematic approach.
- Ability to multitask and prioritize tasks.
- Ability to communicate verbally and in writing in the English language.
- Ability to effectively communicate over the telephone.
- Ability to work in a team environment as well as operate independently.
- Ability to adapt to a flexible, fast-paced work environment.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to pay attention to details and to meet specified timelines.

- Ability to recognize and maintain confidentiality related to proprietary and /or confidential information associated with the Conservancy, including but not limited to databases, mailing lists, staff/donor/member constituent record information, usernames and passwords, financial records and accounts.
- Other duties as assigned by Finance Director and Fiscal Coordinator.

III. Job Specifications:

- Associate degree required/Bachelor’s degree preferred. Minimum 2 years previous accounting experience required.
- Must have performed bookkeeping responsibilities in a previous job.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided. While performing the duties of this job the employee is often exposed to outside weather conditions while walking between various park buildings. The noise level in the office environment varies from moderate to quiet. Employees are regularly required to stay stationary in an office environment, with sitting at a desk up to eight hours a day. Use of stairs may be required within buildings.
- The employee must be able to participate in two way or multi-dimensional communication with multiple people.
- The employee is occasionally required to lift up to twenty-five (25) pounds.
- This position requires significant amounts of time using a personal computer and significant keyboarding.
- This position requires moderate amounts of time on the telephone.
- Ability to use computer, copier, multifunction copy machine, LCD projector, networked digital telephone, postage meter, smart cellular phone, credit card processing hardware and software.
- The employee must be able to work the established day shift, which is typically a Monday-Friday work week between the hours of 8:00am-4:30pm. Other days and hours as assigned for special events up to 4 times per year.

All employees of the Conservancy for Cuyahoga Valley National Park are required to pass a background check.

By signing below, you acknowledge that you understand the Essential Job Duties & Responsibilities, Requirements, and Job Specifications of your job title, as outlined above in this job description.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR NAME: _____

SUPERVISOR SIGNATURE: _____

DATE: _____