

<b>JOB TITLE</b>	<u>Admin/Accounting Assistant</u>
<b>DEPARTMENT</b>	<u>Administration</u>
<b>REPORTS TO</b>	<u>Accounting Manager &amp; Marketing Specialist</u>
<b>STATUS</b>	<u>Permanent Part-Time</u>



Updated: June 2022

### JOB SUMMARY

This position is responsible for performing generalized duties in support to the Mandan Park District Departments, including technical duties in support of the District's Accounting department.

### JOB DUTIES/RESPONSIBILITIES

- Answer multi-line telephone and direct phone calls throughout the District; distribute mail
- Serve as the general hub for communication for the District
- Provide exceptional customer service skills, over the phone and in person, with our customers and internal departments
- Monitor and assist with upkeep of the membership database, and operate the point of sale system for the Park District
- Receive and record invoices for payment. Reconcile vendor statements.
- Reconcile P-card receipts with statements and record for payment
- Maintain expense tracking spreadsheets
- Maintain vendor W-9 files and assist with annual 1099 MISC forms
- Generate daily cash and credit card reports from multiple point of sale systems, reconcile with cash deposits, investigate discrepancies, and record receipts in accounting software
- Prepare bank deposits daily or as needed
- Prepare customer invoices, record payment, follow up on outstanding balances.
- Maintain scanned documents database
- Invoice and record pledge payments on capital campaigns and provide contribution statements to donors
- Assist with payroll/human resources records and processing
- Assist with insurances and asset records, as well as general records retention
- Perform other duties as assigned

### MINIMUM EDUCATION AND EXPERIENCE

- Associate's degree in business, accounting or a related field or 2-3 years of experience in office related work

### KNOWLEDGE, SKILLS AND ABILITIES

- Modern office practices and procedures
- Computer experience required

- Energetic and motivated personnel preferred
- Oral and written communication skills
- General accounting knowledge preferred
- Must have valid driver's license
- All candidates are subject to a background check and must pass a drug and alcohol test

#### SUPERVISORY

This position does not supervise others.

#### WORK AND PHYSICAL DEMANDS

Most work is performed in an office setting.

#### WORK HOURS

Varies – between 20-40 hrs/week. Most work hours are performed between 8:00 am – 5:00 pm Monday – Friday. Some instances may require work to be performed evenings or weekends.

#### OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.