

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTING CLERK - PARKS

General Summary:

Under the supervision of the Administrative Assistant - Parks, performs a variety of bookkeeping, accounting, and clerical tasks in support of the Parks operation. Maintains files and performs data entry for payroll and accounts payable. Responds to inquiries from the general public, providing information concerning park facilities, reservations, and day camp registration.

Essential Functions:

1. Coordinates the accounts payables for the Department, includes keeping records of all expenditures and coordinating the processing of requisitions and invoices. Reviews all bills for accuracy, checks account numbers, sets-up and codes accounts payables for payment, ensures approval as required, enters and balances all vouchers, enters and processes purchase orders, and balances accounts to vendor month-end statements.
2. Verifies and compiles payroll records for the Department and enters payroll to the system. Prepares and maintains all seasonal personnel files for new hires, terminations, and changes and monitors Personnel Action Requests for completion. Responds to questions of employees regarding the payroll process.
3. Enters cash receipts for departmental revenues, balances daily receipts and prepares deposit.
4. Monitors leave time for full-time employees of the Department. Updates and maintains inter-office report detail of time worked for all seasonal employees, and initiates Personnel Action Requests for wage increases as necessary.
5. Responds to inquiries from the general public about park facilities, reservations, and day camp registrations. Refers inquiries to appropriate Parks Department employees as necessary. Takes reservations, and maintains and updates related records.

Other Functions:

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High school graduation, preferably with some advanced course work in record keeping, bookkeeping, and/or accounting.

Experience: Two years of experience in an accounts payable or customer service capacity.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.
Ability to enter and retrieve information from computer.
Ability to access various locations of the parks.

Working Conditions:

Typically works in office conditions but attends events at parks and other sites.

