



Position Title: Accounting Specialist
Status: Full-time, Non-Exempt
Salary Grade: 22

Job Content:

- I. Overall purpose of this position:
 - Support payroll processing and purchasing for the park district.
 - Help manage accounts payable and perform additional accounting functions.
2. Major activities, which must be performed to carry out the purpose of the position as described above include but are not limited to:
 - A. Help maintain payroll information; facilitate the collection, calculation and entering of data; resolve discrepancies.
 - B. Help process employment paperwork for all park district hires. Authenticate all documents are complete and accurate.
 - C. Aid in payroll processing for the park district, assist in updating payroll records and review changes in exemptions, insurance coverage, savings deductions, job titles, department/division transfers. Help to oversee maintenance of employee accruals along with monitoring employee deductions and insurance rosters. Track union agreement raises, stipends and longevity. Prepare paperwork to county for processing.
 - D. Monitor purchase orders, code invoices, track job numbers and prepare payment vouchers. Prepare accounts payables, including authorization and documentation. Keep precise records of transactions, paying all bills in a timely manner to avoid late fees. Make deposits to various financial institutions.
 - E. Enter financial and payroll data using Tyler Munis, ExecuTime, Banner and Kronos Dimensions systems.
 - F. Manage vendor files and open new vendor accounts. Obtain required Vendor Applications from all new vendors. Oversee vendor reinstatements. Respond to vendor inquiries. Comply with OPERS independent contractor requirements and Summit County requirements.
 - G. Exercise discretion and independent judgment regarding accounting and payroll related matters. Maintain employee confidence and protect payroll operations by keeping information confidential. Maintain HIPAA certification.
 - H. Help facilitate internal payroll audits, i.e.; timesheets, accrual balances, comp time balances,

holiday usage, fitness testing usage, personal sick day usage, cell phone and hospital waiver stipends.

- I. Assist purchasing by checking in inventory, making deliveries, getting quotes on materials, supplies and services and assisting with purchase requisitions.
- J. Identify opportunities to improve or streamline financial processing and reporting.
- K. Develop and maintain procedural manuals for areas of responsibility.
- L. Keep up-to-date on Summit County Fiscal Office, Summit County Payroll Department and park district policies, procedures, rules and regulations.

Qualifications:

3A. Specific knowledge, training, or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

- Knowledge of accounting principles and payroll practices and procedures, typically obtained through related formal business training through an associate degree, bachelor's degree or equivalent.
- Demonstrate emotional intelligence: demonstrate self-awareness and accurate self-assessment, demonstrate sensitivity and empathy, demonstrate openness, reliability, trust and consistency.
- Valid driver's license with clear driving record.
- Strong interpersonal skills: ability to relate to all types of people with tact/diplomacy.
- Demonstrate attention to detail; strong requirement for accuracy.
- Ability to operate a variety of office equipment: fax, copiers, etc.
- In depth computer skills: ability to operate various accounting software programs, Excel, Access, Word. Knowledge of Tyler Munis, ExecuTime, Banner and Kronos Dimensions Systems is desired.
- Knowledge of office systems and protocols.
- Ability to prioritize and maintain multiple projects, work under pressure, and meet deadlines.

3B. Essential Physical Demands and Working Environment:

- Administrative office work environment. While performing the duties of this job, the employee is regularly required to communicate. The employee may regularly lift and/or move up to 25 pounds.

CONDITIONS OF CONTINUED EMPLOYMENT:

- External candidates must successfully complete a one-year probationary period.