

**Accounting Specialist Position
Bismarck Parks and Recreation District**

The purpose of this position is to perform a wide variety of accounting functions in a municipal parks and recreation system, follow all appropriate policies and procedures of the Bismarck Parks and Recreation District (BPRD) to include computer operation, Accounting Policies and Procedure Handbook, human resource policies and other standard operating policies and procedures. The position will work independently and with a team of the Finance Director, Accountant and Accountant Technician in the administration of the financial transactions of BPRD, serve as an assistant and backup to the Finance Director in the management and supervision of the accounting operations to include management of the accounting computer system, accounts receivable, accounts payable, payroll, electronic time and attendance system, fixed assets, budgeting, and general ledger and monitor BPRD's insurance coverage and coordinate BPRD's technology needs and resources.

Position requires a bachelor's degree in accounting or bachelor's degree in a field directly related to the job description and one-year full-time work experience or two years' part-time experience related to the position. Position also requires a valid driver's license, an understanding of accounting practices and procedures and the ability to lift 30 pounds alone or heavier lifting with other employees.

Preferred qualifications include a bachelor's degree in accounting or additional education related to the job description such as a master's degree, additional work experience related to the job description such as experience in a governmental accounting position, understanding of governmental accounting principles, Certified Public Accountant and/or additional certifications related to the job description.

Starting bi-weekly salary range is \$1,827 - \$2,350 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on September 16, 2020 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at www.bisparks.org.

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