



JOB DESCRIPTION

JOB INFORMATION

Title:	Accounting Specialist
Classification:	Full-Time – Supervisory I
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor:	Finance Director

JOB SUMMARY

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.

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.

Monitor BPRD's insurance coverage and coordinate BPRD's technology needs and resources.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

** ESSENTIAL FUNCTION*

*** Accounts Receivable**

Prepare and reconcile daily deposits.

Record and post deposits to revenue accounts.

Prepare and track monthly accounts receivable billings.

Assist with the internal controls over collections, deposits and recording of all accounts receivable.

Monitor and track monthly Bismarck Recreation Council billings and past due accounts.

Prepare monthly billings to Burleigh County Water Resource Board for reimbursement of McDowell Dam expenditures and Burleigh County for the management of county parks.

*** Accounts Payable**

Assist with all accounts payable functions of BPRD.

Assist with preparation of monthly commissioner approval lists for each Board meeting.

Assist with preparation of monthly reimbursements for employees' cell phone and mileage allowance.

Perform due diligence, prepare report, and complete Unclaimed Property submission.

Update the monthly projects report for submission to Executive Director.

Assist with preparation of all year-end procedures for processing 1099 forms.

*** Payroll and Personnel**

Maintain part-time employee files.

Assist with the management of the electronic time and attendance software.

Assist with the preparation and filing of all required tax reports and forms for the BPRD that include federal payroll taxes, state withholdings tax, and state unemployment.

Monitor employee hours for Affordable Care Act reporting.

Prepare annual Workforce Safety and Insurance report for filing for the Volunteer Coverage Contract.

Assist with all year-end procedures necessary for processing W-2's.

Assist with the calculation and preparation of annual sick leave overage checks.

Complete unemployment claims and respond to employment verifications and manager or employee payroll inquiries.

*** Technology**

Collaborate with Finance Director to establish and administer business reporting systems and processes to track and report financial indicators of overall BPRD financial performance that includes internal control.

Coordinate BPRD's technology needs and resources that include the accounting computer system, time and attendance software, network, ActiveNet, and GolfNow.

*** General Ledger**

Perform all month-end accounting procedures including reconciling bank statements, recording necessary journal entries in the general ledger, reconciling bank cash balances to the general ledger, completing sales tax return, and distributing monthly budget reports to appropriate staff.

Reconcile credit card receipts.

Prepare month end reports.

Prepare year-end accounts receivable/accounts payable entries.

*** Other Essential Duties**

Monitor the insurance coverages of BPRD to include general liability, governance liability, buildings, automobiles, public assets, bond fund, boiler insurance, Petroleum Tank Release Compensation Fund, coverage through national sporting associations, and claims management.

Maintain a record of all accounting transactions for the Bismarck Recreation Council.

Prepare annual financial statements and other required information to aid the preparation of the Bismarck Recreation Council's Form 990.

Review the summary of all bids, quotes and grants.

Prepare revenue and expenditure analysis as needed.

Follow all BPRD ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Other Duties

Review fixed asset recordkeeping and GASB 34 depreciation. Prepare all monthly and annual fixed asset reports

Assist with the preparation of all items required for annual audit.

Assist in revising the BPRD ordinances and the Accounting and Human Resource Policy and Procedure manuals.

Maintain a filing system of all accounting records of BPRD to include record retention compliance.

Keep abreast of federal and state payroll and wage laws, in addition to general accounting knowledge, specifically that dealing with government accounting.

Read necessary publications and attend workshops.

Provide professional customer service in dealing with the public on the phone or in person.

Enforce compliance with established policies in the BPRD's policy and procedure manual.

Other duties as assigned.

JOB SPECIFICATIONS

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.

Knowledge of accounting principles, practices, and procedures, knowledge of office management and administrative methods, computer knowledge and operation of Microsoft Windows, Word, Excel, Access, Outlook, accounting systems and time and attendance systems, and understand and respect the need for confidentiality of accounting, personnel, and District operations.

Ability to communicate effectively (verbal and written), to maintain effective working relationships with other employees and the public, deal with customers courteously and tactfully, work effectively on more than one task at a time and ability to lift up to 30 pounds alone or heavier lifting with other employees.

WORKING CONDITIONS

Shared office space with accounting staff.

Office location is in the BPRD Administrative office with approximately 12-15 other BPRD employees on site.

Office hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday.
Schedule may vary upon request.

Revised September 2020

Employee Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date