



HELP WANTED PROFESSIONAL

THE MINOT PARK DISTRICT HAS AN IMMEDIATE OPENING FOR AN ACCOUNTANT. THIS IS A FULL TIME POSITION WITH BENEFITS. DUTIES INCLUDE, BUT ARE NOT LIMITED TO, DEVELOPING AND IMPLEMENTING ACCOUNTING AND FINANCIAL CONTROLS, MAINTAINING COMPUTERIZED ACCOUNTING SYSTEMS AND BUDGET DEVELOPMENT.

BACHELOR'S DEGREE IN ACCOUNTING, FINANCE OR BUSINESS ADMINISTRATION AND 5 YEARS PROFESSIONAL ACCOUNTING EXPERIENCE, WITH CPA CERTIFICATION REQUIRED.

A COMPLETE JOB DESCRIPTION AND APPLICATION AVAILABLE ONLINE AT WWW.MINOTPARKS.COM UNDER EMPLOYMENT OR AT THE PARK OFFICE 420 3RD AVE SW.



JOB DESCRIPTION

TITLE: Accountant

REVISED: November 2016

GENERAL PURPOSE: Provides financial support, maintains financial records and performs a variety of professional accounting functions for the Minot Park District. This position reports to the Executive Director.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the District's accounting functions including accounts payable, accounts receivable, and general ledger maintenance.
- Provides advice to Executive Director on short and long term financial strategy for the District; study, analyze and report on financial trends; provide reports and projections on future projects.
- Coordinate the preparation of the annual budget under direction of Executive Director.
- Monitor and maintain compliance with all regulatory requirements and standards governing financial and accounting activities including GAAP.
- Oversee financial reporting systems and internal control procedures.
- Coordinates the preparation and submission of various financial statements and reports, providing timely and accurate reports for management and other requests needing financial information.
- Posts, reconciles, and maintains the general ledger, journal entries, and departmental accounts.
- Reviews, verifies, adjusts, and posts payments, invoices, reimbursements, revenues, rents, collections, and disbursements.
- Monitors, reviews, and reconciles bank statements and vendor statements.
- Prepares and maintains chart of accounts and financial data in relation to inventory, capital depreciation, debt schedules, and/or encumbrances.
- Maintains a variety of insurance records pertaining to health, life, workers' compensation, liability and unemployment insurance.
- Maintains variety of human resource records, making sure new hires, as well as current employees have filled out appropriate forms; maintain complete and confidential human resource records.
- Compiles and analyzes financial data; prepares quarterly and annual tax reports and monthly financial statements as required.
- Prepares and provides outside auditors with information relative to the annual audit process.
- Provides backup assistance for receptionist including answering incoming calls and assisting customers as required
- Performs other duties as assigned or required.

JOB DESCRIPTION

Accountant New

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Finance or Business Administration, and 5 years professional accounting experience.

Required Licenses or Certifications: Certification as a CPA required.

Required Knowledge of:

- Principles and practices of accounting.
- Regulations governing accounting and financial activities.
- Generally Accepted Accounting Practices (GAAP) and standards.
- Quick Books Automated accounting and payroll systems and software.
- Procedures and standards for processing payroll.
- Processes for developing budgets and tracking expenditure.

Required Skill in:

- Performing and coordinating a variety of professional accounting functions.
- Ensuring compliance with regulations and standards governing accounting activities.
- Analyzing, preparing, and maintaining accurate financial records and reports.
- Developing and implementing accounting procedures and financial controls.
- Processing payroll, maintaining insurance records, and assisting with audit processes.
- Utilizing automated accounting/payroll systems and software.

Work Environment:

- Work is performed in a standard office environment.