



JOB DESCRIPTION

POSITION:	Accounting Associate
DEPARTMENT:	Administration
SUPERVISOR/TITLE:	Sharon Peterson, Associate Director
SALARY RANGE:	Salary based on education & experience
CLASSIFICATION:	Exempt
HOURS:	Generally Monday – Friday, 8:30 a.m. – 5:00 p.m. Some weekend and/or evening hours when necessary

POSITION DESCRIPTION SUMMARY:

Coordinates and processes accurate daily computerized accounting functions in the Business Office in a timely manner.

All interested applicants must submit a current resume and cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to Sharon Peterson at speterson@senecazoo.org with the phrase Accounting Associate Search in the subject line or by hard copy to Sharon Peterson, Associate Director, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester NY 14621.

All applications must be received no later than 5 p.m. on Monday, January 22, 2018.

DUTIES:

1. **Accounts Payable & Disbursements.** Verify and post accounts payable transactions and serve as the backup in processing disbursements. Maintain employee benefit records for verification of monthly bills from benefit vendors.
2. **Cash Receipts.** Verify and post cash receipts. Prepare miscellaneous cash receipts for the organization.
3. **Payroll:** Assist with employee background checks as needed. Prepare New Hire packets with required paperwork and update as necessary. Review and post payroll and 403b.
4. **Invoicing and Accounts Receivable.** Process customer invoices in finance system. Reconcile receivables at month end. Work with various departments to collect receivables in a timely manner.
5. **Bank Reconciliations.** Prepare monthly bank reconciliations for select accounts. Review monthly operating account bank reconciliation prepared by Associate Director.

6. **General Journal Entries:** Prepares adjusting journal entries as needed for review and posting by Associate Director, including interdepartmental charges, FSA payments and remote ticket sales.
7. **Month End/Year End Processing.** Assist Associate Director in month-end processes and reconciliations. Reconcile accounts receivable, deposits, gratuities, prepaid expenses, chargebacks, short term disability withholding, facility rentals and prepare FSA payments journal entry for approval. Record in-kind contributions and employee benefit accrual. Verify remittance and file monthly sales tax return. Calculate year end Accrued Vacation and Accrued Payroll.
8. **Financial Reports.** Prepare and distribute monthly Income Statements and detailed General Ledger reports to department heads. Work with department heads to provide further assistance and clarification of reports as needed. Maintain detailed spreadsheets of Board Designated Fund, Restricted Fund and SPZS Development Fund. Report detail to Executive Director & Associate Director monthly. Create reports specified by Directors as requested, including grant reports. Act as backup for Associate Director in preparing monthly reports for the Board of Trustees. Prepare monthly finance reports for the Docent Council.
9. **Audit Preparation.** Maintain daily records to audit standards. Assist Associate Director in preparation of schedules and reconciliations required for annual independent audit.
10. **Budget Preparation.** Assist Associate Director in expense analysis and projections for annual budget.
11. **Filing:** Maintains financial files in a manner acceptable to auditors and governing agencies.
12. **Special Events:** Assist at events as needed.
13. Maintains professional cleaning services of Zoo Society offices.
14. Manages Society's Peer to Peer Program.
15. Distributes keys to employees and maintains sign-out sheets and log.
16. Other duties as assigned.

QUALIFICATIONS:

- Four year accounting or business degree, or equivalent experience.
- Strong knowledge of Microsoft Office products, especially Excel.
- Not-for-profit software proficiency preferred. Blackbaud experience a plus.
- Strong organizational, communication and computer skills.
- Ability to work independently.

PHYSICAL REQUIREMENT:

- Ability to work at computer for long intervals of time.
- Ability to lift 30 lbs.