



Job Description

Job Title: Accounting Specialist

Reports To: CFO

FLSA Status: Exempt, full time

SUMMARY:

The Accounting Specialist performs a variety of duties, including but not limited to accounts payable, accounts receivable, payroll processing, daily point of sale reconciliation, and provides support to the Controller upon request. Additional guidance is received through established policies and procedures, plus verbal and written communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Always Be a Zoo Ambassador.
- Audit, correct, and input daily point of sale information from the point-of-sale system into the accounting system.
- Responsible for all areas regarding accounts receivable, including but not limited to invoice billing for accounts receivable.
- Backup for accounts payable from data entry to check preparation and processing.
- Develop and maintain relationships with outside vendors and ensure that the bills are paid in a timely manner.
- Ensure that proper purchasing guidelines are adhered to.
- Responsible for calculating and preparing all payroll related duties; on the ADP website. Including verification of all payroll deductions
- Verify all insurance deductions for employee's contributions through payroll deductions.
- Assist the CFO as needed.
- Develop and nurture professional relationships with all Zoo staff, vendors and guests.
- Adhere to all Central Florida Zoo policies and procedures.
- Prepare and post weekly Deposits
- Reconcile Petty Cash
- Run QuickBooks reports for analysts
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work independently.
- Must provide a negative drug test result (testing provided by Zoo).
- Must be able to maintain a high degree of confidentiality.

- Must be the ability to work flexible hours, including weekdays, weekends, holidays, and evenings.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EDUCATION / EXPERIENCE:

- BS in Accounting or higher degree required.
- Minimum of three (3) years paid experience in accounting. QuickBooks knowledge is desired.
- Advanced practical knowledge of accepted accounting policies and practices.
- Ability to use computers in completing spreadsheets, databases and word-processing.

LANGUAGE ABILITY:

- Ability to read and understand directions, both verbally and in written form.
- Must be able to communicate with staff, vendors and guests clearly and effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Florida driver's license.

PHYSICAL DEMANDS:

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds, stand for long periods of time and drive Zoo vehicles.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls.
- The employee is frequently required to sit, walk distances, climb, balance, stoop, bend, kneel and crouch.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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