



JOB OPPORTUNITIES

LAKE METROPARKS
11211 Spear Road
Concord Twp., OH 44077
(440) 639-7275
lakemetroparks.com

Accounting Systems Specialist – Full-time, Exempt

Rate: Pay Grade F: \$22.2071/hr. or \$46,190 annual to \$33.3107.7671/hr. or \$69,286 annual.
Starting rate based on prior education/experience.

Method for Applying: Apply online at lakemetroparks.com. Click on the corresponding link to complete and submit an online application.

Closing Date: Open until filled.

Brief Description: Under the direction of the Chief Financial Officer, the Accounting Systems Specialist, manages, maintains, and analyzes the operational needs related to the Park District's financial computer system. The Accounting System Specialist also evaluates, recommends, and implements new financial systems. In addition, they are responsible for managing the Park District's POS systems, and all associated hardware. The ideal candidate will be able to become an expert in the Park District's financial/accounting system and be a resource and change agent for system interfaces and upgrades.

Essential Duties

- Oversees various user needs of the Park District's financial software systems; trains users on financial system.
- Develops, tests, implements and evaluates new financial reports as requested by various departments; prepares detailed procedural guides and manuals to be used in implementing new or revised accounting systems.
- Manage POS hardware and software, including all Park District's credit card readers.
- Provides POS hardware and software support. Serve on an on-call basis outside of normal business hours, providing support and troubleshooting problems. Provides training on all new products and refresher courses as needed.
- Performs District wide inventory audits and provides related reports and analysis.

Requirements:

- Bachelor's Degree or higher from an accredited college or university in Accounting, Finance, Economics, Business Administration, Computer Science or a closely related field is required.
- Principles, practices and terminology of general, fund and governmental accounting and their application to a wide variety of accounting transactions.
- Principles and practices of business data processing, particularly related to the processing of accounting information and interpretation of input/output documents.
- In-depth knowledge of Microsoft products including financial operating systems and Office products (emphasis on Access).
- Knowledge of IBM Cognos or other comparable software. Application and operation of computerized accounting systems and spreadsheets.
- Excellent written and oral communication skills: ability to communicate technical information to non-technical audience, excellent presentation and organizational skills.
- Must have valid drivers' license with good record to be insurable by Lake Metroparks auto insurance. Background check required.

Lake Metroparks is an equal opportunity employer and does not discriminate in its employment with respect to age, class, gender, ethnicity, race, national origin, mental and physical ability, religion, sexual orientation and veteran status.