



JOB OPPORTUNITIES

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

Account Specialist I - Full-Time, Non-Exempt

Rate: Pay Grade: D (\$19,6892 hr./\$40,953 annual to \$30,9400 hr./\$64,355 annual).
Minimum starting salary based on prior experience and education. Full-Time, Non-Exempt.

Method for Applying: Apply online at lakemetroparks.com

Closing Date: Open until filled

Brief Description:

Under the supervision of the Chief Financial Officer, the Account Specialist I conducts various accounting functions, including but not limited to, accounts payable, accounts receivable and Point of Sale system.

Requirements:

- At least 2-years and experience in public sector financial software packages preferred. Moderate level of experience in accounts receivables, payables and payroll in the public sector.
- Demonstrated computer proficiency: Microsoft Office Suite; data entry and retrieval.
- Demonstrated attention to detail, accuracy, strong analytical and problem-solving skills.
- In-depth written and oral communication skills
- Demonstrated strong organizational and prioritization skills.
- Must have valid drivers' license and insurable under the Agency's policy. 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.