

JOB TITLE	<u>Accountant</u>
DEPARTMENT	<u>Accounting/HR</u>
REPORTS TO	<u>Accounting Manager</u>
STATUS	<u>Full-time, Non-exempt</u>



Updated May 2025

JOB SUMMARY

This position performs technical duties of the daily and monthly accounting functions of the District and serves as a backup to the HR Generalist in the areas of payroll processing and benefits administration. The position may receive additional assistance on a part-time or seasonal basis by an Accounting Assistant or Intern.

JOB DUTIES & RESPONSIBILITIES

Accounts Receivable/Accounts Payable:

- Manage the District's Accounts Receivable and Accounts Payable functions.
- Generate daily cash and credit card reports from POS systems, count receipts, reconcile POS reports, prepare deposits, and record in accounting software.
- Prepare and submit monthly state sales tax returns.
- Prepare and send monthly invoices from the District and the Mandan Parks and Recreation Foundation to appropriate user groups and/or donors; prepare donor contribution receipts.
- Review and initiate EFT payments for MAC monthly fees and MAQC memberships.
- Download monthly credit card statements and match to supporting receipts.
- Record monthly utilities, credit card, and invoice batches in accounting software.
- Maintain vendor files, remit payments to vendors, and complete year-end 1099 filings.
- Monitor and record merchant credit card fees and ensure PCI compliance in all merchant accounts.
- Prepare supporting documents and schedules for the annual financial audit and respond to auditor inquiries and records requests.
- Assist with revenue/expense reports for various facilities and projects as assigned.
- Scan paid invoices and credit card receipts to Paper Vision.

Payroll:

- Serve as a backup to the HR Generalist with the ability to process bi-weekly payroll and maintain employee records within the Paycom system during the absence of the HR Generalist.
- Ensure employee benefits are properly withheld and remitted according to federal and state requirements, reconciling and recording within the general ledger.
- Record bi-weekly payroll entries in the general ledger.
- Maintain payroll and/or benefits spreadsheets as assigned.
- Work with the HR Generalist to ensure accurate W-2 and ACA reporting in compliance with applicable state and federal laws.

Other Accounting Functions:

- Reconcile monthly bank statements and provide them to the Accounting Manager for review.
- Review monthly adjusting journal entries as recorded by the Accounting Manager for internal control purposes.
- Evaluate and develop a records retention system in accordance with the guidelines set forth in state statutes for park districts.
- Assist with ongoing records maintenance of equipment, vehicles, buildings, and contents for insurance and capital asset requirements.
- Assist with the review and development of the Accounting Policies and Procedures Handbook.
- Maintain a detailed instruction manual of Accountant position duties for cross training purposes.
- Perform other duties as assigned.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance or a related field.
- Minimum of 3 years of accounting experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and education in governmental accounting and auditing principles, practices, and procedures.
- Knowledge of payroll and benefits processes, rules and regulations, and ability to adapt to changes in requirements.
- Skill in Microsoft Office products, with an emphasis in Excel, accounting software applications, and 10-key operation.
- Strong attention to detail, with the ability to perform accurate, efficient, organized and complete work.
- Ability to maintain confidentiality with sensitive employee information.
- Strong interpersonal and communication skills.
- Ability to work independently and as a member of a team.
- Ability to be bonded.

POSITION REQUIREMENTS

- Must have a valid driver's license.
- All candidates are subject to a background check and must pass a drug and alcohol test.

SUPERVISORY

This position may provide limited supervision for others.

WORK AND PHYSICAL DEMANDS

Most work is performed in an office setting. May occasionally have to lift light objects.

WORK HOURS

Most work hours are performed between 8:00 am – 5:00 pm Monday – Friday.
Some instances may require work to be performed in the evenings or weekends.

Reviewed and updated by:

Employee

Date

Manager

Date