



## ACCOUNTING CLERK

### **Basic Purpose and Responsibility:**

Under the direct supervision of the Accounting Manager, the Accounting Clerk is responsible for accounts payable and accounts receivable.

### **Essential Functions:**

- Reviews, verifies and ensures accuracy of vendor invoices, purchase orders and related documents.
- Codes vendor invoices with appropriate vendor number and ensures appropriateness of general ledger account numbers.
- Issues check runs based on approved Accounts Payable listing.
- Reviews, verifies and ensures accuracy of customer invoices and application of payments.
- Prepares daily record and deposit of general operating fund miscellaneous receipts.
- Manages accounts receivable invoices, including preparation of invoices, depositing payments and follow-up with delinquent customers.
- Analysis and auditing of accounting and other departmental work to ensure accuracy.
- Organization and filing of work papers.
- Performs routine clerical functions as needed.
- Orders and maintains office supplies and inventory for administrative staff.
- Orders and maintains inventory of copy paper and printer ink for Zoo departments.
- Protects organization's value by keeping information confidential.
- Resolves invoice discrepancies; tracks and audits petty cash; assists with employee expense reports.
- Assists in the timely month-end closing process.
- Performs other duties as assigned by the Accounting Manager or Chief Financial Officer.

### **Position Qualifications:**

To perform at a proficient level and be fully qualified, a person would be expected to have:

#### **Education and Experience (Minimum Needed):**

- Associates degree in Accounting or High School diploma with commensurate experience.
- Two years experience in bookkeeping/clerical accounting.

#### **Special Skills:**

- Working knowledge of computerized accounting systems and MS EXCEL.

#### **Other:**

- May be required to work evenings, weekends, and holidays.
- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).

The Buffalo Zoo offers a generous benefits package including health insurance, dental, retirement, vacation and sick leave. Non-Exempt position. Equal Opportunity Employer.

### **Please submit resume outlining education and experience by April 15, 2018 to:**

Finance Department  
Buffalo Zoo  
300 Parkside Avenue  
Buffalo, NY 14214-1999