

# CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Part Time Bookkeeper**

August 31, 2021

*The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.*

**The Conservancy for Cuyahoga Valley National Park is looking for an analytical, detail-oriented, and organized professional candidate to join our Finance Team. Under the general direction of the Accounting Manager, the Bookkeeper completes a broad range of daily, weekly, and monthly bookkeeping, clerical and related tasks as assigned by the Finance Director and Accounting Manager.**

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

### **Position Description, Essential Duties (other duties as assigned):**

Essential duties include:

- Enter A/P invoices in the accounts payable system of the Conservancy's accounting software. Ensure that all purchases have appropriate management approval before processing for payment.
- Create A/R invoices in the accounts receivable system of the Conservancy's accounting software.
- Send out monthly statements for past due receivables and follow up with appropriate staff and vendors regarding past due accounts.
- Reconcile credit card batches daily. Post deposits to general ledger.
- Post all cash and checks received to general ledger and complete bank deposit information.
- Print and prepares checks for signature and mailing. Mails signed checks.
- Enter daily sales and receipts for the retail division in the Conservancy's accounting software.
- Assist with monitoring and managing banking activities.
- Assist with the annual audit by providing documentation requested by auditors.
- Other duties as assigned by Finance Director and Accounting Manager.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

### **Minimum Qualifications:**

- Associate degree required/Bachelor's degree preferred. Minimum 2 years previous accounting experience required.
- Must have performed bookkeeping responsibilities in a previous job.
- Ability to work with standard accounting software applications such as Sage Peachtree Accounting System, Excel, Word processing, Internet and E-mail.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to be self-organized and approach tasks with a systematic approach.
- Ability to work in a team environment as well as operate independently.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.

- While performing the duties of this job the employee is often exposed to outside weather conditions while walking between various park buildings. The noise level in the office environment varies from moderate to quiet. Moderate amounts of time on the telephone are required; significant amount of time on a computer using a keyboard is required. Employee is regularly required to stay stationary in an office environment, with sitting at a desk up to eight hours a day. The employee is occasionally required to lift up to twenty-five (25) pounds. Use of stairs may be required within buildings.
- The employee must be able to work the established day shift, which is typically a Monday-Friday work week between the hours of 8:00am-4:30pm. Other days and hours as assigned for special events up to 4 times per year.
- Reliable transportation is required.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment.

**Status/Pay/Benefits:** Part-Time, non-exempt, \$16.00 hourly. No benefits associated with this position.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto:apply@forcvnp.org), with the subject line reading Bookkeeper. This is an immediate opening and posting closes when position is filled.

***The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.***