

## **Akron Zoological Park Job Posting**

### **Finance Department: Cash Control Accounting Assistant (Part Time)**

The Akron Zoo is looking for a Part Time Cash Control Accounting Assistant to prepare and process daily revenue from operations. This position is a 20 hour a week part time position. Weekly schedule is Friday, Saturday, Sunday, and Monday 8:15am-1:15pm.

Job duties will include:

- Verifying daily cash, check and credit/debit card receipts from park operations
- Prepare daily bank deposit
- Maintain weekly log of paper work discrepancies
- Summarizes daily receipts by revenue stream on daily recap sheets
- Prepare daily impress bags for park operations
- Sort incoming mail and log into Microsoft Excel and send emails to departments to process
- Assist with Zoo Receiving (Must be able to lift 20lbs/stand and bend to check in boxes)
- File Accounts Payable files
- Scan documents from copier and move files into daily folders.
- Perform other Finance functions as assigned

The Part Time Cash Control Accounting Assistant must be detail oriented, highly organized, fun, self-starter and analytical minded. Must have knowledge of Microsoft Office and able to use basic office equipment. Cash counting/teller or accounting office experience a plus.

Interested candidates may submit a cover letter and resume or application via e-mail, mail or fax to: Human Resources, Akron Zoo, 500 Edgewood Ave., Akron, OH 44307. Fax 330-374-8939; E-mail: [HR@akronzoo.org](mailto:HR@akronzoo.org). Position open until filled.

The Akron Zoo is a Drug Free Workplace and an Equal Opportunity Employer.