JOB DESCRIPTION

TITLE:	Accounting Clerk	GRADE:	14
INCUMBENT:	Open	PAY TYPE:	Non-Exempt
REPORTS TO:	Director of Finance & Administration	REVISED:	10/9/2025

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are <u>not</u> intended to reflect all the duties performed within the job.

OVERVIEW:
The Accounting Clerk position is responsible for processing and paying accounts payable invoices and administering the Park District safety plan. The position also performs a variety of clerical and administrative work, typing, and proofreading documents and correspondence, data entry, and verifying data for accuracy for Park District personnel and to maintain official records.

DUTIES/RESPONSIBILITIES/STANDARDS:

Critical Element #1

General expectations

- Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District.
- Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public.
- Assist other departments to promote the overall mission of the Grand Forks Park District.
- Assist with special projects and tasks as assigned.
- Ensure a safe, secure, and legal work environment.

Critical Element #2

Supervisory

- Not Applicable

Critical Element #3

Process accounts payable

- Prepare accounts payable invoices for distribution to appropriate personnel for coding. Verify proper approval levels. Enters accounts payable invoices into accounting software.
- Proof the batches and print accounts payable checks.
- Provide supervisor with check register and accounts payable checks. Mail accounts payable checks to vendors.
- Prepare all accounts payable records required for yearly audit.
- Enter, update, and maintain database on vendors for 1099 purposes. Prepare and mail all 1099 verification requests.
- Balance vendor accounts payable statements.
- Answer vendor inquiries.
- Maintain employee mileage, travel, and cell phone reimbursements.
- All duties are performed in a timely, accurate, and professional manner.
- Maintain excellent working relationship with vendors.

Critical Element #4

Administer the Park District safety plan to ensure a safe, healthy, and accident-free work environment.

- Oversee the administration of Workforce Safety programs. Work with Workforce Safety & Insurance and our designated medical providers to reduce employee lost time.
- Maintain positive working relationship with Workforce Safety & Insurance, medical providers, local, state, and federal regulatory agencies.
- In partnership with appropriate management ensures that the proper use of safety equipment is followed. Act as a liaison between management and employees.
- Compile and submit incident reports required by Park District and Workforce Safety & Insurance. Assist in investigating accidents and injuries. Cooperate in the preparation of materials and evidence needed for Workforce Safety and other legal entities.
- Schedule and notify employees of required drug/alcohol testing.
- Represent the District with community safety groups and programs.
- Maintain safety files and records.
- Co-lead the annual safety audit, with the goal of continuing to receive the maximum discounts for the Park District.

Critical Element #5

Perform administrative duties

- All duties are performed in a timely, accurate, and professional manner.
- Possess the ability to work in a group office setting and interact in a professional, positive manner with other office personnel in performing work duties.

KNOWLEDGE/SKILLS/ABILITIES:

- A minimum of a two-year degree at either a Technical School or above level, and/or equivalent years of experience.
- Have average to above average typing skill with accuracy.
- Skilled in computer operations, data entry, and Microsoft products.
- Knowledge of operation and maintenance of standard office machines and telephone system.
- Excellent oral and written communication skills.
- Ability to communicate with the public in a professional manner and to handle a busy and diverse workload. Meet customer service standards established for the Park District when meeting with the public or citizens of Grand Forks regarding sensitive issues and concerns they have raised. Capable of resolving conflicts relative to customer dissatisfaction in a positive and proactive manner.
- Ability to work in a group office setting and interact with other office personnel in performing work duties in a friendly and professional manner.
- Prefer the ability to acquire a notary public license.
- Individual is expected to keep up their skill levels to industry standards in the fields of computer technology, customer service, and office skills.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:					
Location	Grand Forks Park District Main Office				
Hours	8:00 a.m. – 5:00 p.m., Monday – Friday				
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.					
Functional Job Duties		*Rarely*	*Occasionally*	*Frequently*	*Continuously*
General Activity					
Drive			x		
Sit					x
Stand/Walk				x	
Bend/Squat				x	
Kneel/Crawl			x		
Push/Pull		x			
Climb		x			
Twist/Turn				x	
Work at heights		x			
Weight Lifted/Force Exerted					
Reach/Lift/Carry – up to 25 lbs.			x		
Reach/Lift/Carry – up to 50 lbs.		x			
Reach/Lift/Carry – up to 100 lbs.		x			
Reach/Lift/Carry – more than 100 lbs.		x			
Working Environment					
Indoors					x
Outdoors		x			
Loud Noise/Vibration		x			
Fumes		x			
Near Moving Mechanical Parts		x			
Risk of Electrical Shock		x			
Toxic/Caustic Chemicals/Radiation		x			
Extreme cold/heat (non-weather)		x			
Repetitive Motion – motor function					
Dominant Hand					x
Non-Dominant Hand					x
Right Foot/Left Foot			x		
Mental Demands					
Attention Span/Concentration					x
Memory/Problem Solving/Conceptualization					x
Patience/Influence People/Relate to Others					x
Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.					