

New Orleans City Park Full-time Job Vacancy Notice: Revenue & Payroll Specialist



New Orleans City Park is seeking a full-time Revenue & Payroll Specialist to assist the Fiscal department in activities primarily related to revenue recording, cash collection, and the monitoring of related controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares revenue entries.
- Assists in reconciliation preparation.
- Performs payroll entries.
- Collects deposits at all safe locations weekly.
- Monitors and trains cashiers.
- Attends to some administrative and filing duties, mostly during non-peak time of year (January & February).
- Must be able to work nights and weekends during Celebration in the Oaks and other City Park Special Events.

EDUCATION and/or EXPERIENCE:

- High school diploma/GED required.
- College degree strongly preferred.
- Successful applicant is a collaborative individual with the strong written and verbal communication skills necessary to effectively provide instruction to other staff members, particularly in regards to Cashier training and communicating proper procedures with departmental Managers and Supervisors.
- Additionally, successful applicant is highly organized with good technical skills, including Excel experience at an intermediate level or above.

*Apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or email your resume to hr@nocp.org.