

New Orleans City Park

Full-time Job Vacancy Notice:

Accountant



New Orleans City Park is seeking a full-time Accountant to learn and perform all of the Park's basic accounting functions. The Accountant enjoys a collaborative culture that values accurate financial reporting, useful analysis and appropriate controls to support management and serve the public interest.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares revenue entries, agrees to source data, reconciles, analyzes, obtains, organizes and documents support;
- Reconciles receivables, prepares accrual entries and reconcile payments, schedules by classification and documents support;
- Enters property in FAS, review GL activity and supporting documentation, schedules, agrees and documents;
- Prepares fixed assets roll forward schedule;
- Reconciles deferred revenues to events whether billed in catering software or invoiced, allocate when earned and prepare roll forward schedule;
- Performs payroll functions;
- Prepares quarterly payroll return, GL to Form 941 reconciliation, W-2's, 1099's, sales tax entry and sales tax return, and bank reconciliation;
- Matches cleared checks in accounts, deposits and other GL activity to bank statements, and credit card merchant services to bank and reconcile to GL;
- Implements, monitor and test internal controls under guidance of CFO and Senior Accountant;
- Performs field audits;
- Responsible for monitoring chain of custody of cash receipts;
- Assists in design and implementation of new software and procedures;
- Head project to automate processes to reduce data entry requirements.

EDUCATION and/or EXPERIENCE:

- Baccalaureate degree in Accounting required.
- 1- 3 years of experience preferred.

*You may apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or you can email your cover letter and resume to hr@nocp.org.