

Job Description: Seasonal Bookkeeper

Date: March 2020
Title: Seasonal Bookkeeper
Department: Accounting
Position Reports To: Accounting Staff
Status: Exempt / Seasonal

Summary:

To assist the Accounting Department in performing accounting functions.

Job Duties:

- Provide outstanding customer service to both internal and external customers.
- Perform daily deposits from the eatery, gift shop, coffee bar, admissions, and other revenue initiatives.
- Count the accounting vault daily.
- Run reports for the census and post into the accounting software.
- Become fluent on many point of sale software systems including the admissions.
- Maintain the appropriate amount of change in the vault by monitoring it and creating change orders.
- Fill cash box requests.
- Maintain a running count of trolley tickets, chamber tickets, rodeo tickets, and Cody Cattle Company tickets.
- Post transactions into the accounting software from many different applications.
- Scan tour bus vouchers and receipts.
- Responsible for filing accounting documents.

Competencies:

- Thoroughness and attention to detail.
- Ethical conduct.
- Ability to meet deadlines.
- Ability to quickly learn software systems.

Supervisory Responsibilities:

- This position requires no supervisory responsibilities.

Required Education and Experience:

- High school diploma / GED.
- Preferred education is pursuing a degree in the accounting field.
- Demonstrated proficiency in computer-based accounting.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

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