

Job Description: Seasonal Accounting Assistant

Date: March 2023
Title: Seasonal Accounting Assistant
Department: Accounting
Position Reports To: Accounting Staff
Status: Non-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 positions of sale software systems including the admissions software.
- 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 rodeo 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:

- None

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:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				x
Standing			x	
Walking			x	
Bending Over			x	
Crawling	x			
Reaching		x		
Crouching	x			
Kneeling		x		
Balancing	x			
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less		x		
11 lbs to 25 lbs	x			
26 lbs to 50 lbs	x			
51 lbs to 70 lbs	x			
Manual Dexterity				x
Fine Motor Skills				x
Gross Motor Skills		x		
Eye/Hand Coord.	x			
Near Vision				x
Far Vision		x		
Color Recognition		x		
Hearing		x		

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside			x
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles		x	
Working With Machinery/Motorized Equipment		x	
Climbing on Scaffolds or Ladders		x	