

## Job Description



Discovery Park of America

Date Opened:	September 16, 2024
Date Updated:	April 14, 2025
Title:	Finance Clerk
Reporting to:	Director of Finance
Full/Part time	Part-time
Exempt/Non-Exempt	Non-Exempt

### Description:

The Finance Clerk's primary focus is accurately maintaining the financial records of the organization and supporting the Finance Director in effective financial management. This role involves responsible recording of all monies coming into the organization, while working closely with the finance team on monthly financial reconciliation; ensuring financial records are accurately maintained; and supporting team members in financial administration.

This role requires familiarity with payment methods and data entry; attention to detail; an ability to prioritize; an adherence to timelines; and a commitment to operating in a team environment.

This is a part-time position, working up to 20 hours a week Monday through Friday between the hours of 8:00 am to 5:00 pm.

### Essential Responsibilities:

- Compile and sort documents, such as checks, substantiating business transactions.
- Verify and post details of business transactions, such as funds received and disbursed, and make appropriate entries on ledgers or computer spreadsheets and databases.
- Prepare invoices, reports, and other records and review them for accuracy.
- Code data for input to financial systems according to DPA's procedures.
- Assist with reconciling bank statements.
- Investigate and recommend resolutions for report discrepancies and problems.
- Prepare pertinent information for external accounting firm and auditors.
- Assist with financial reports for grants.
- Perform inventory checks.
- Schedule and prepare UPS pick-ups.
- Assist CEO and Finance Director as needed.

### Education/Experience:

- High school diploma or equivalent required.
- 2-3 years' experience in office environment
- Excellent computer skills and organizational skills

### Education/Experience:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Additionally, the successful candidate must demonstrate office courtesy and professionalism, a positive attitude, a willingness to learn, and a proven commitment to Discovery Park's mission and vision.