



This is a Part Time support position for the Department of Parks and Recreation. Performs intermediate administrative and financial work, processing receipts, accounts payable, accounts receivable, manages the AP purchase card program, assists the Administrative Supervisor, does related work as required. Work is performed under the general supervision of the Director of Parks and Recreation.

Primary Job Duties:

- Supports and assists Department Director by maintaining day-to-day business
- Process receipts, accounts payables and accounts receivable and other financial transactions
- Manage AP Purchase Card
- Verify credit card transactions balance to VeriSign gateway portal
- Prepare voucher for AP processing and check requests
- Acts as system administrator for Etrak, compiles and provides reporting generated from Etrak
- Prepares month-end/quarter-end financial reports, provides financial information for annual budget
- Manages office supplies

Preferred Education and/or Experience: Two to three years related experience and/or training. Associate's degree or equivalent combination of education and experience. Experience with Microsoft Excel at the intermediate level and proficiency with a 10-key calculator.

Abilities, Knowledge, and Skills: The ideal candidate will be computer literate and able to type at a reasonable rate of speed. They will be able to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Be able to perform a considerable volume of detailed record keeping tasks accurately and efficiently as well as write routine reports, correspondence, and record and track information. This candidate will have skill in the use of proper English, spelling, grammar and punctuation and intermediate skill level with Microsoft Excel. They will have the ability to communicate professionally and courteously with internal and external customers, both in writing and verbally.

Work Schedule: This is a non-exempt position requiring 20-25 hours per week, Monday – Friday.

The ideal candidate must pass a pre-employment background check as well as a post offer drug screen. Please note that this job announcement is a representation of this position and is in no way a comprehensive list of the duties and responsibilities that the ideal candidate will be performing.

EOE: The City of Mission is an equal opportunity employer.

To apply, please submit a cover letter and resume to resumes@missionks.org. No phone calls please.

Job Type: Part-time.

Pay: \$12.00 -\$20.00 per hour