THE ZOO IN FOREST PARK AND EDUCATION CENTER

DIRECTOR OF OPERATIONS	
Part-time (15 hours per week)	Starting pay: $20-22/hr

Job Description

ROLE AND RESPONSIBILITIES

Finance

- Serve as Zoo liaison for external accountants for annual financial audit
- Initiate and oversee bidding process annually for vendors
- Ensure delivery of timely financial reports for Board and Executive Director

Accounts Receivable

- Deposits – Code and prepare daily deposits from mail, ticket booth and gift shop
- Record deposits in QuickBooks
- Invoices – Process customer invoices and follow-up on payments
- Track and record income from grants, special events and general contributions
- Collect money from vending operations on site, sending reports as required

Accounts Payable

- Bills – Code, process and receive authorization to pay from executive director; record in Quickbooks
- Checks – Make payments to vendors, under supervision and direction of ED
- Track and record expenses related to grants, special events and restricted donations

Purchasing & Merchandising

- Manage all vendors, inventory and pricing for merchandise, including uniforms, gift shop, snacks, beverage and animal food sales
- Maintain the effective operation of all rental equipment (stacker, photo booth, hurricane machine)

Accounting

- Reconcile bank statements
- File and pay sales/meals tax monthly
- Assist in preparation of financial reports for board meetings
- Manage 401K billing and accounts
- Batch and run all credit card transactions

Education

- Ensure the receipt of completed Education contracts
- Ensure all bookings are paid in a timely manner, processing credit cards and check payments

Other

- Pick up mail from park office and P.O. Box
- Maintain files and records related to all financial information
- File annual report with Commonwealth of Massachusetts
- Process bi-weekly payroll and record in Quickbooks

- Any other duties, as required

ADDITIONAL RESPONSIBILITIES

- Assist Executive Director with special projects

QUALIFICATIONS:

- One to three years bookkeeping experience required
- Associate's degree preferred
- Excellent written and verbal communication skills
- Exceptional customer service
- Familiarity with QuickBooks and other basic computer programs
- Attention to detail
- Willingness to be flexible and adapt to new situations
- Ability to multi-task
- Personable and outgoing
- Ability to function well as part of a team

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date