

Accounting Clerk

Grade: 4

Reports to: Controller

Job Status: Non-Exempt, Part-Time

Department: Accounting

Approval Date: December 4, 2020

Job Summary:

This position is responsible for reconciling cash and cash equivalents that come through admissions as well as collecting and processing all supplemental revenue received through various concessions within the Aquarium, and making the appropriate bank deposits. In addition, this role supports a control function by periodically auditing the handling of cash and cash equivalents in all departments and by using the Aquarium's software to validate and reconcile actual activity to the system of record.

Essential Functions:

- Adheres to the South Carolina Aquarium Policies.
- Processes the majority of daily cash functions, including bank deposits and daily work.
- Reconciles cashiers' daily cash bag drops with ticketing software reports.
- Performs regular cash, check, discount and cash equivalent item handling audits for all departments
- Prepares cash bags for Admission staff.
- Collects coin and bills from concession machines throughout the Aquarium; processes for deposit.
- Keeps daily log of all overages/shortages of cashiers, & sends to Guest Services Manager & Controller.
- Verifies and maintains correct amount of small bills and coins in safe, calls bank to arrange delivery of change when necessary.
- Analyzes and resolves variances with cashier's daily discrepancies compared to Ticketing software reports.
- Supports Customer Relationship Management (CRM) and Ticketing Software Administrators by running and reviewing pre-built reports to ensure all program items are processed as intended, escalating variances and outliers.

Other Duties and Responsibilities:

- Supports the mission by participating in Aquarium sponsored programs and events on a regular basis.
- Other duties as requested or required by Controller

Knowledge, Skills and Abilities:

- Must have strong computer and data entry skills.
- Must be proficient in all Microsoft Office products.
- Knowledgeable of basic Accounting Principles and Procedures.
- Must be extremely trustworthy and reliable.

Education and Experience Required:

- Some college preferred
- 1-year previous data entry and/or basic accounting experience preferred.

Licenses and Certifications Required:

- Valid Driver's License.

Supervision of Others

- N/A

Physical Requirements and Working Conditions:

- Average walking, bending, stooping, crouching.
- Average carrying (up to 50 lbs.) etc.
- Frequent sitting and keying.
- Office environment.
- Repetitive work.
- Majority of duties performed at computer.
- Contact with other divisions and departments.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.