

Butterfly Wonderland

Job Title:	Accounting Clerk	Job Category:	Temporary / Seasonal
Department/Group:	Accounting	Location:	Scottsdale
Company:	Butterfly Wonderland/Odysea Maze	Travel Required:	Minimal
Level/Salary Range:	\$11.00 to \$13.00	Position Type:	Part Time
HR Contact:	Dee Mangulins	Date posted:	March 2, 2017
Will Train Applicant(s):	Pursuant to company policies	Posting Expires:	March 10, 2017
Applications Accepted By:			
FAX OR E-MAIL:		MAIL:	
Email your resume to Cynthia.gemberling@scottsdalecc.edu		Butterfly Wonderland 9500 E Via De Ventura, Suite F-100 Scottsdale, AZ 85256	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Responsible for providing accounting support to accounting manager. Keys daily worksheets to excel reports, ensures files are complete and maintained as needed, supports accounts payable duties, and assists with all cash management duties.</p> <ul style="list-style-type: none"> • Count, verify and deposit company funds. Track and inform Accounting Manager of all overages and shortages • Record business transactions and key daily worksheets • Count and re-verify cash deposit for BW Foundation • Verify change fund and determine replenishment amounts • Reconcile Home Depot and Chase Credit cards • Maintain all cash management supplies at POS stations • Retrieve and sort mail incoming mail • Place A/P checks in envelopes and send outgoing mail • Update and Maintain Birthday List, Issue Free Lunch card, and coordinate cake/lunch with Accounting Manager • Work with Executive Director pertaining to events and supplies • All other duties assigned in the accounting department from Accounting Manager and Executive Director Requests <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Competency in Microsoft applications including Word, Excel and Outlook. Organizational, verbal and written communication skills a must. • Attention to detail and ability to multi-task is an asset. • Requires 3 years experience. <p>ADDITIONAL NOTES</p>			