Accounting Specialist

The Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation. Serving the central San Joaquin Valley, the zoo is committed to sustaining professional active participation in wildlife conservation, research and wildlife education. As a proud recipient of the AZA Top Honor Exhibit Award, we are committed to providing our local community and the AZA community exhibits and programs we all can be proud of.

November 4th marked an important day for Fresno County as our community voted to continue to financially support the Zoo through the approval of Measure Z. This measure provides us with financial security that allows us to continue to offer an incredible experience for our guests while providing excellent animal care, and a challenging yet fulfilling working environment.

Responsibilities

This position is primarily responsible for monitoring cash balances, completing monthly bank reconciliations, credit card (revenue) reconciliation/research and resolving bank discrepancies. Generating monthly Measure Z operating and capital claim forms, as well as accounting reports and assisting with the annual audit.
From time to time they may complete the weekly check run and assist AP and AR as well as the CFO with projects as needed.

Minimum Qualifications

Minimum of Associates degree in accounting or equivalent experience, knowledge of and experience with Microsoft office package. Non-profit accounting experience a plus.

Physical Requirements

Good physical condition: ability to lift and carry a minimum of 20 lbs. While performing the duties of this job, the employee is regularly required to stand; walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. Vision capabilities required include close, distance and peripheral vision, depth perception and ability to adjust focus. Interaction with guests and staff requires talking and hearing. While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather) and outdoor weather conditions. The noise level in the work environment varies. Occasional loud noises from visitors, animals or equipment are experienced.

If you have the desire and skills needed to help create an all-around dynamic experience at Fresno Chaffee Zoo, apply no later than August 21, 2016 as directed below.

Please submit resume to careers@fresnochaffeezoo.org or mail to:
Fresno Chaffee Zoo Corporation, 894 W Belmont Ave. Fresno, CA 93728.

Applicants can visit www.fresnochaffeezoo.org to apply online.
Fresno Chaffee Zoo is an Affirmative Action/Equal Opportunity Employer