



**Job Title:** Accounts Payable Clerk  
**Hours:** 16 – 20 hours per week; flexible hours/days  
**Pay Range:** \$16.35/hour - \$20.50/hour

**Be part of an exciting and growing Park District!**

Preservation Parks of Delaware County is currently seeking candidates for a part-time Accounts Payable Clerk.

**Responsibilities:**

- Responsible for all payments of goods and services necessary for the basic operation of the Park District;
- Process purchase orders and invoices by entering data in the County's computer system;
- Set up new vendors and complete credit applications;
- Monitor department budgets and expenditures and communicate to management;
- Assure appropriations do not exceed official estimates from the County;
- Assist the Director with board resolutions that deal with the finances of Preservation Parks;
- Perform cash management activities, process cash receipts, and provide cash flow projections and reports;
- Review and present all financial reports provided by the County;
- Develop and maintain records retention schedule;
- Work closely with the County Auditor and Treasurer.

**Minimum Requirements:**

- Associate's degree in accounting/finance required, Bachelor's degree preferred.
- Previous experience with Delaware County preferred.
- Knowledge of generally accepted accounting, bookkeeping, and budgeting practices and principles;
- Skill in maintaining and reconciling accounting and financial records;
- Excellent understanding of Microsoft Office applications; and
- Strong verbal and written communication skills.

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