



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – FUNDS RECEIVABLE COORDINATOR

Department: Accounting

Supervisor: Controller

Pay Type: Part-Time 25-29hrs, Hourly, Non-Exempt

Date Posted: April 8, 2021

Position Summary: Responsible for detailed accurate documentation of all funds received. Coordination with all departments for collections, reconciliations, and reporting procedures for management of funds.

Essential Functions:

- Responsible for accurate Cash Management, including:
 - Cash base collection and change
 - Coordination of all cash requests
 - Timely deposit to correct bank accounts including cash deposit accountability with armored service vendor.
- Accurate management of all petty cash and safe documentation.
- Responsible for accurate documentation, including:
 - Documentation of all funds received according to funding source
 - Download and reconciliation of credit card revenue received.
 - Documentation on various Excel spreadsheets of funds received and revenue source detail.
 - Receivable documentation to include invoicing and collection documentation on all fund's dues.
 - Accurate documentation of all deferred revenue.
- Responsible for accurate reporting, including:
 - Updating and maintaining the Activity Report used by management on a weekly basis
 - Update monthly calendar year attendance, historical attendance by FY and Millionth Visitor spreadsheet.
- Responsible for producing and collection status of invoices for departments.
- Assist in preparation of monthly sales tax returns.
- Assist departments when problems arise regarding funds received; help in trouble shooting and problems solving to get a solution.
- Maintain documentation for procedures as they relate to documentation of all funds received.

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect.
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests.
- A flexible and collaborative culture is important. Other duties may be assigned within the department as well as across the organization.

Minimum Job Requirements:

Education: High school diploma, Associate degree preferred

Experience: Two to five years in cash documentation

Specific Skills: Customer Service, Excel, Word, POS software systems.

Working Conditions: Regular office environment, occasional assignment to off-shift or weekend duties. Requires ability to operate computer and other office equipment, plus mobility in office, grounds and exhibition areas and ability to lift up to 10 pounds frequently and up to 25 pounds occasionally.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to hr@meijergardens.org.

*Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.
All candidates are required to submit to our background and drug screening process.*

Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding and appreciation of gardens, sculpture, the natural environment and the arts.