

SEE ROCK CITY, INC.
JOB DESCRIPTION

Title: <i>PART-TIME ACCOUNTING CASH CLERK</i>	Team: Accounting
Reports to: Director of Accounting	Status: Part time, Hourly

Summary:

Counts, balances, and deposits the daily sales receipts for all revenue outlets of See Rock City, Inc. Maintains ticket inventory. Files accounts payable invoices on a weekly basis.

Responsibilities:

- Delivers excellent guest service in line with the organization's mission, culture, and values.
- Performs the opening and closing procedures as well as all other normal cashier duties.
- Counts, balances, and deposits daily cash receipts for Rock City, Battles, Incline, Incline Admissions, EGL, and Maze (when applicable).
- Maintains weekend change
- Maintains ticket inventory of LMA, Double Play, and Aquarium tickets
- Handles petty cash transactions
- Answer door to pass out daily tills to opening partners
- Delivers change to retail outlets within the park
- Counts Binocular and Telescope money as needed
- Helps maintain AP files
- Handles daily attendance/membership visits
- Sends out notification log of cash and ticket discrepancies
- Performs other duties as assigned by management.

Qualifications:

- Either has received or is pursuing a high school diploma or GED; or four to six months of related experience; or equivalent combination of both.
- Ability to speak effectively in one-on-one and small group situations.
- Possess an outgoing, friendly personality and the desire to provide quality service.
- Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money.
- Ability to use an adding machine.
- Prefer proficiency in MS Word and Excel.
- Must be able to work nights, weekends, and holidays with a possibility of week day work when needed.
- Ability to use hands and fingers continuously; Ability to walk to stands in the park regularly; Ability to lift/move up to 50 pounds.