



STATE OF ALABAMA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
Gulf State Park
20115 State Park Road
Gulf Shores, Alabama 36542
Phone 251-948-7275 Fax 251-989-2267
Gulf.StatePark@dcnr.alabama.gov
www.alapark.com



Kay Ivey
GOVERNOR

Christopher M. Blankenship
COMMISSIONER

Edward F. Poolos
DEPUTY COMMISSIONER

Matthew W. Capps
DIRECTOR

Chadmon L. Davis
DEPUTY DIRECTOR

ACCOUNTING ASSOCIATE

The Accounting Associate position performs a variety of financial tasks that support the Facilities at Gulf, Meaher and Roland Cooper State Parks. Reporting to the Accountant, the Accounting Associate will work closely with other Accounting and Park Headquarters staff to ensure all required tasks are completed accurately and on a timely basis. Ensure that assigned Park assets are adequately protected.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strong proficiency in Microsoft Excel
- Accounting knowledge of Debits, Credits, Profit & Loss Statements and Balance Sheets
- Assist in preparing financial and other reports for submission to Montgomery
- Review and process invoices for payment into the Alabama STAARS system
- Assist when required to perform daily cash count and reconciliations
- Assist in performing physical inventories
- Assist when required to deliver currency and correspondence to Park facilities
- Provide information to Park guests and maintain good public and employee relations

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge and experience in Microsoft Office applications
- Strong attention to detail and accuracy
- Ability to learn other computer-based applications and programs
- Effective communication and customer service skills
- Safe driver with a valid driver's license
- Ability to exercise sound judgment and discretion in interpreting and applying DCNR and Gulf State Park policies and procedures

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or GED. Applicant will have prior job history of performing Accounting related tasks and experience working with personal computers and cash.

The Department of Conservation and Natural Resources does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, pregnancy, genetic information, or veteran status, in its hiring or employment practices nor in admission to, access to, or operations of its programs, services, or activities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend, twist, talk and hear; use their hands to operate a computer and phone; and reach with their hands and arms. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

While performing the duties for this job, the employee works indoors in an air-conditioned environment and drives a State vehicle. The employee is occasionally exposed to wet and/or humid conditions when delivering currency and correspondence to various Park locations.

ADDITIONAL INFORMATION:

This is a full-time (40 hours) position. The work schedule for this position is generally Monday through Friday 7:00 AM to 3:00 PM, working every fourth weekend. Occasionally, the schedule may vary if a situation warrants it.

Regulations pertaining to salary and benefits are governed by State Personnel and cannot be negotiated. Non merit employees, such as temporary or seasonal, do not receive any benefits other than wages.

If interested, please send a resume to Nicole Cabarrubia at gulf.statepark@dcnr.alabama.gov.

Link to Gulf State Park Application:

<https://www.alapark.com/sites/default/files/2019-08/State%20App%20for%20Gulf%202.pdf>