



We Share Our Joy of Nature to Help Wildlife and People Thrive

Brevard Zoo is home to more than 900 animals representing 195 species from all over the world. As a not-for-profit organization, it is a leader in the fields of animal wellness, education, and conservation.

**Position:** Accounting Clerk  
**Status:** Part-time  
**Department:** Finance  
**Reports To:** Senior Accountant

**Position Overview:** The accounting clerk is responsible for processing daily deposits and reconciling daily sales. This work will interact with other team members and departments within the Zoo. The candidate must have the ability to multi-task in a deadline-driven environment. This is a part-time position averaging 25 hours and will include weekend and holiday shifts.

**Basic Qualifications:**

- High school graduate
- 1-3 years cash handling experience
- Valid driver's license

**Preferred Qualifications:**

- Attention to detail and high level of accuracy
- Demonstrate strong organizational and time management skills
- Ability to prioritize and work and meet deadlines
- Effective communication and interpersonal skills
- Proficient Excel skills
- Work independently on assigned tasks as well as working with other departments
- Self-starter and ability to multi-task
- Ability to adapt to change and work in a team-oriented environment

Interested applicants should submit a resume and cover letter to [pgodfrey@brevardzoo.org](mailto:pgodfrey@brevardzoo.org).

*Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.*