



Finance/Accounting Assistant

Niles Park District

Contact Name: Melissa Galvez
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Closing Date: 2024-03-29
Salary: \$60,000-\$70,000

Description:

The Finance/Accounting Assistant operates under the direct guidance of the district's Finance Director. They are responsible for handling technical accounting tasks skillfully, ensuring timely and accurate financial records. Additionally, they play a vital role in collaborating with key individuals within different district departments and external agencies.

This is a full-time position offering comprehensive benefits, including health, dental, vision, and life insurance, as well as IMRF pension. Additionally, full time employees receive paid time off and access to gymnasium facilities, swimming pools, golf amenities, and discounted programs.

This role is office-based and does not offer remote work options. Work hours are 8:30 AM to 5:00 PM, Monday through Friday.

ESSENTIAL FUNCTIONS:

- Balances daily cash receipts and prepares deposit.
- Prepares deposit spreadsheet to assist Finance Director in month end balances.
- Prepares monthly bank reconciliations.
- Prepares, files, and investigates sales tax by monthly deadline.
- Maintains finance office files.
- Assists Finance Director in other projects as assigned.
- Responsible to uphold the district's commitment to safety by participating in safety programs/seminars, promptly reporting accidents and hazardous conditions to supervisor, and complying with the district's safety policies as presented in the Personnel Policy Manual. Also, may be assigned to participate as an active member of the Safety Health Insurance Risk Team.
- Reconciles monthly bank accounts and verifies bank balances with the general ledger.
- Assists in audit preparation as directed.
- Oversees district cash controls.
- Prepares daily deposit of cash receipts.
- Handles accident/workman's comp reporting to Park District Risk Management Agency.
- Performs accounts payable and payroll in absence of staff.
- Handles all health, dental, and life insurance questions regarding plan and claims.
- Other duties as assigned.

QUALIFICATIONS:

- Knowledge and skill with an associate degree in accounting or finance preferred.
- One-year prior experience in accounting required. Must have typing and computer skills. Demonstrated ability to plan is essential.
- Current valid driver's license necessary.

TO APPLY:

To apply, please visit the following link:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2275126/Niles-Park-District/FinanceAccounting-Assistant>