



## Accounts Receivable Associate

### Des Plaines Park District

**Contact Name:** Nicole Dale  
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**Closing Date:**  
**Salary:** \$46,374-\$50,000

#### **Description:**

**ABOUT US:** The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

#### **JOB IDENTIFICATION:**

Job Title: Accounts Receivable Associate  
Grade: 6  
FLSA: Non-Exempt  
Department: Business

#### **SUPERVISORY RELATIONSHIPS:**

Reports to: Senior Accountant  
Supervises: N/A

**BASIC FUNCTION:** The Accounts Receivable Associate is responsible for daily accounting procedures, refunds and processing program registrations. Assist Senior Accountant and Director of Business with administrative tasks.

**SCHEDULE:** Monday-Friday, 8:30-5:00pm

#### **ESSENTIAL DUTIES:**

1. Provide support, as needed, for ALC front registration desk during peak registration/enrollment periods and staff absences.
2. Pick up paperwork and deposits from other facilities. Prepares deposits and deliver to bank.
3. Review accuracy of front desk staff's (across the district) daily cash journals, make correction.
4. Updates Cash and ACH Deposit log with daily Cash Journal Activity generated from Rectrac.
5. Prepare daily Pullovers from Rectrac to BS&A.
6. Review and approve rental contracts prepared by ALC Receptionist prior to mailing.
7. Monthly processing of installment billing– such as passes/memberships (fitness, aquatics, golf), swim school, Dance and AIM, preschool, camps and basketball. Update Installment billing stats.
8. Oversee collections of declined installment billing transactions.
9. Oversee monthly review of House Hold Trial balance report. Lead the collection of household debit balances and address credit balances.

10. Invoicing and collections for Theater rentals, Rand Park dog club, etc.
11. Process all refunds such as program, facility and membership
12. Assist with Spectrum entry and proofing within Rectrac.
13. Maintain files and records.
14. Prepare quarterly fuel distribution report and journal entry.
15. Prepare monthly statistical reports on rental and reservation activity.

**OTHER DUTIES:**

1. Assists in training staff on registration system and Business office processes.
2. Assist accounts payable and have knowledge of check processing procedures.
3. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
4. Perform additional duties as assigned.
5. Member of a Park District committee as assigned.

**POSITION QUALIFICATIONS:**

Education: Associates degree or certification program requiring at least two years college level courses with and emphasis in business/accounting.

Experience: Two years related experience. Intermediate computer skills.

Software: Moderate computer experience; Excel and Word processing experience required; Vermont Systems Rectrac, a plus.

Certifications: CPR and First Aid Certification, *Classes available through Park District*, Valid Illinois Driver's License

**PERKS & BENEFITS: FULL TIME STAFF**

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

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