



Accounting Manager / Bookkeeper

Salt Creek Park District

Contact Name: Diane Hilgers
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Closing Date:
Salary: \$42,000 - \$47,000

Description:

ACCOUNTING MANAGER

Under the direct supervision of the Director of Parks & Recreation, the Accounting Manager is responsible for coordinating, developing, and the administrating of all accounting processes and procedures, as well as all budgetary needs for the District. Job responsibilities include Payroll, Accounts Payable, Accounts Receivable, Budgeting, Government Reporting, Financial Reports, as well as all other Park District financial information.

QUALIFICATIONS

Preferred Bachelor's Degree in accounting, finance, business administration, or a related field. A minimum of three (3) years of administrative experience in municipal or public accounting is preferred. A thorough knowledge of computer-based accounting systems and financial management is required, as well as familiarity with Illinois Park District Code and statutes regarding local governments.

DUTIES & RESPONSIBILITIES

- Daily journal entries using Quickbooks.
- Bi-weekly payrolls using ADP software.
- Troubleshoot day-to-day problems and provide training as needed.
- Prepare documents including Tax Levy, Resolutions, Ordinances, Treasurer's Reports, and Warrants.

- Assist Department Heads and Executive Director in preparation of the annual budget and proposes procedures and methods to facilitate budget preparation. Compile annual budget for Board approval.
- Coordinate annual bonding, update cash flow projections and summary of Capital Expenditures.
- Oversee activities related to annual audit and work with Auditor for completion.
- Prepare monthly financial reports for submittal to the Board of Commissioners and Staff.
- Manage/review/prepare monthly bank statement reconciliation for all accounts.
- Prepare journal entries as necessary: month end and year end.
- Maintain accurate balances of cash on deposit in all bank accounts and funds.
- Gain knowledge and understanding of Park District policies and procedures and that they are adhered to at all times.

MARGINAL FUNCTIONS

- Attend staff and in-service training meetings.
- Attend professional conferences and workshops to promote knowledge in related areas of responsibility.
- Provide assistance to Technology staff related to accounting applications.
- Maintain relations with other agencies/municipal governments to exchange information on accounting procedures.

PSYCHOLOGICAL & COGNITIVE CONSIDERATIONS:

- Ability to handle multiple tasks, quick transitions between duties each day, and varied work schedule each week.
- Ability to work with individuals in a professional; empathetic and respectful manner, maintain a positive attitude, high moral standard in public places. Ability to maintain discipline, communicate rules and regulations and use good judgment in keeping with the Park District Mission.
- Must have the ability to work with others in stressful situations.
- Must exhibit good problems solving abilities and use good judgment.
- Must be able to prioritize tasks in fast paced environment.
- The Finance Manager must be highly organized and have the ability to prioritize administrative projects, multi-task and be extremely detailed.

PHYSIOLOGICAL CONSIDERATIONS:

- Capable of communicating and working with all levels of Park District staff.
- Ability to work under stressful conditions solving problems comprehensively and producing accurate work in a timely manner.
- Ability to maintain self-control and composure in difficult situations.
- Sitting for sustained periods of time while completing work at desk, or workstations.
- Ability to handle mental stress in order to cope with deadlines.

ENVIRONMENTAL CONSIDERATION:

- Must be able to work independently but also in an office of daily activity.

OTHER TERMS OF EMPLOYMENT:

- Full Time Employment & Benefits Package as stated in the Salt Creek Rural Park District Personnel Policy Manual.

ENVIRONMENT

- Will mainly be in an office setting. The employee will need to maintain a neat and orderly work space.
- Work Hours/Work Week:
- Normal work week will be designated by the Director of Parks & Recreation as necessary to properly perform the duties of the job. A minimum of 40 hours must be achieved.

JOB DESCRIPTIONS AND ACTUAL DUTIES MAY NOT ALWAYS COINCIDE

Due to the dynamic nature and diversity of work required in the recreation area, it would be unrealistic to expect strictly outlined job descriptions to apply in every case. Job responsibilities may overlap categories at any given point in time. Under normal operations it would be understandable to ask employees to occasionally perform work outside of their normal job descriptions.