



Accounting Manager

Oak Lawn Park District

Contact Name: Delaney Harty
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Contact Phone: (708)857-2225
Closing Date:
Salary: \$65,000 + DOQ

Description:

The Oak Lawn Park District is seeking an organized and detail oriented individual to fill the role of the Accounting Manager. The Accounting Manager is a full-time, exempt position responsible for general accounting including accounts payable, tracks and reports revenue systems, property taxes, patron fees, and all other cash transactions. The position produces accounting information that is accurate, relevant and timely to provide managers with insights on budget status while complying with statutory filings and budgetary requirements.

BENEFITS The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost.

QUALIFICATIONS The position requires a Bachelor's Degree in accounting or related field with at least five years of experience in a similar position. The position also requires a comprehensive knowledge or the ability to learn; Tyler Incode accounting, RecTrac, Lightspeed, credit card merchants and Microsoft Office Suite software.

IMMEDIATE SUPERVISOR The Accounting Manager reports to the Superintendent of Finance

ESSENTIAL FUNCTIONS

- Reconcile daily business activity to accounting reports
- Process statutory filings and related tax liabilities
- Monitors payment requisitions to qualified vendors with standard GL accounting
- Manages bank P-card system for designated cardholder qualified purchases to authorized limits
- Produces accounting work papers that reconciled to GL accounts with supporting evidence
- Coordinates with the auditors to complete the annual statutory requirements
- Designs and trains program/facility managers to prepare annual budgets with accountability
- Expected to work hours for the Summer's Last Blast and Halloween special events

- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties
- Responsible for monthly bank reconciliations for operating and payroll bank accounts

MARGINAL FUNCTIONS

- Must be able to perform duties of office staff with the assistance of the Human Resources Administrator to cover vacations and other leaves.
- If a major economic event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties, they may be assigned to duties outside of their job description as warranted by the situation.
- Observes and enforces the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Other duties as assigned

PHYSICAL CONSIDERATIONS

- Must be able to sit at desk for prolonged periods of time
- Must be able to lift up to 15 pounds at times

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public

ENVIRONMENTAL CONSIDERATIONS

- Employee performs most activities indoors and works within office environmental conditions that include lighting and temperature

COGNITIVE CONSIDERATIONS

- Must possess the ability to read, write and organize materials
- Must be able to follow directions - given orally or in writing

Interested candidates should email resume and cover letter to Human Resources Manager, Delaney Harty, at dharty@olparks.com.