



## **Accounting Assistant**

Park District of Oak Park

**Contact Name:** Desiree Hines

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**Contact Phone:** 7087252161

**Closing Date:**

**Salary:** 18.52

### **Description:**

To view full job description and apply online today click here

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=96024&clientkey=41D8300184906117978771C10E755DC6>

Over View:

This is a full-time position reporting to the Finance Manager. The starting salary is \$18.52 per hour + based on qualifications and experience. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, professional training opportunities, vacation, holidays, sick time and personal days. The work schedule is primarily Monday - Friday, 8:30am to 5:00pm.

Job Purpose:

The Accounting Assistant position processes and pays all invoices and expenses incurred by the Park District.

The Park District of Oak Park is an equal opportunity employer!