



Accounts Payable Assistant (part-time/IMRF)

Mt. Prospect Park District

Contact Name: Mary Kiaupa

Contact E-mail:

Contact Phone: 847-255-5380

Closing Date:

Salary: \$18-\$22 per hour, final rate DOQ

Description:

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Administration>

Or, you can visit us at www.mppd.org – click on “Careers” at the top of the page and look under Vacancies for the Administration/Accounts Payable Assistant job posting.

We are seeking a Part-Time/IMRF Accounts Payable Assistant to join the Administration team! This position will be responsible for the preparation and execution of the Mt. Prospect Park District's accounts payable (A/P) process, to include organizing A/P for timely payment, processing purchase orders and check requests and utilizing the District's financial software. The Accounts Payable Assistant will also provide support to the Director of Administration on other projects and responsibilities. This exciting position offers a flexible work schedule, averaging approximately 21-28 hours per week, though hours must typically fall between 9am-5pm (Monday-Friday) and be able to meet necessary weekly deadlines/Park District needs.

Applicants should have at least a High School diploma or the equivalent and two or more years-experience in accounts payable functions. Park District or local government A/P experience preferred. This position is a Part-Time, IMRF (Illinois Municipal Retirement Fund eligible) position, with a starting pay rate of \$18-\$22 per hour. Final rate DOQ. Benefits for PT/IMRF positions include holiday and vacation pay, vision discount plan (VSP), and eligibility to contribute to a 457 defined contribution plan.

GENERAL DESCRIPTION:

Under the direction of the Director of Administration, the Accounts Payable Assistant will be responsible for the preparation and execution of the Mt. Prospect Park District's accounts payable (A/P) process. Will organize A/P for timely payment, process purchase orders and check requests and utilize the District's financial software. This is a Part-Time IMRF position. Flexible schedule is

possible but must be between the hours of 9am-5pm (Monday-Friday). Scheduled hours must be approved in advance and be able to meet the necessary weekly deadlines and all other Park District needs.

DUTIES:

Receive, process and route Park District invoices and bills to the appropriate staff for coding and approval. Verify proper coding and signatures upon return. Assist with the Director of Administration with ensuring all purchases are made in accordance with the Park District's approved Purchasing Policy.

Maintain a list of open Purchase Orders and match with corresponding invoices.

Enter approved invoices into the Park District's accounting system, charging appropriate accounts. Print and distribute weekly A/P checks including mailing to vendors and filing paid invoices.

Maintain vendor files, both electronic and paper, entering new vendors as needed. Request W-9 forms as necessary. Communicate with vendors and employees to resolve billing and/or payment issues.

Review and enter monthly P-Card purchase detail, verifying receipts and ensuring proper procedure.

Assist with annual audit, as requested.

Assist with P-Card payment processing for approved Park District utility bills.

Generate monthly A/P reports for the Board Packet, as requested. Print and distribute vendor history reports as requested.

Assist with additional projects and responsibilities of the Administration Division as requested including payroll, deposits, refund processing and data entry support.

All other duties as assigned by the Director of Administration and/or the Executive Director. However, in an emergency, perform all other duties as required.

QUALIFICATIONS:

Must have a High School diploma or the equivalent and two or more years-experience in accounts payable functions. Park District or local government A/P experience preferred.

Working knowledge of Park District operations and familiarity with accounting and financial systems preferred.

Ability to maintain confidentiality and meet scheduled deadlines. Must possess excellent time management skills in order to be successful.

Must have a solid working knowledge of MS Office and databases, and possess excellent typing and word processing skills. Experience with Google Workspace applications and payroll systems a plus.

This position requires strong attention-to-detail, accurate data entry and the ability to establish priorities, plan and multi-task under time constraints.

Must possess knowledge of office terminology, procedures and equipment.

Must possess knowledge of business math and English.

Must possess excellent oral and written communication skills and demonstrate the ability to organize, prepare and present information.

Ability to maintain records and prepare reports. Ability to produce accurate work on a timely basis and to perform required duties with initiative, good judgment, accuracy, tact and courtesy.

Must be able to communicate effectively with others to allow for the coordination of work and in emergency situations if needed.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS AND REQUIREMENTS:

This position will require repetitive hand/arm movements such as when working on a computer keyboard, calculator, etc. There will be some bending, kneeling and reaching for items off the floor and high shelves.

Must be able to lift 20+ pounds for supplies and other items.

The general work area is an indoor, smoke-free environment with controlled temperature and fluorescent lighting.

This position may be exposed to noise distractions from employees or equipment operation in adjacent work areas. Additionally, there may be infrequent exposure to cleaning materials and office supplies.

Due to the needs of the Park District, evening and weekend hours could be required. Your work schedule may vary and your workweek may exceed regular hours at times but will not exceed 1500 hours per year.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion, or modification of essential job duties.

The Mt. Prospect Park District is an equal opportunity employer.