



Administrative Services Specialist (full-time, non-exempt)

Rolling Meadows Park District

Contact Name:

Contact E-mail: www.rmparks.org/jobs

Contact Phone:

Closing Date: 2023-06-05

Salary: \$52,000 - \$55,000/year, DOQ

Description:

JOB SUMMARY: The Administrative Services Specialist is responsible for performing a wide range of general and specialized functions. This position supports the financial operations of the District through the processing of accounts payable, accounts receivable and various other financial tasks. Additionally, the position supports the Executive Director, Leadership Team and Board of Park Commissioners through a variety of administrative tasks and activities. This is an at-will position.

Additional duties include:

Attend evening Park District Board meetings on the second and fourth Tuesday of every month, taking and transcribing minutes. Register, make travel arrangements and compile per diem amounts for Board and staff conferences. Provide Executive Director copies of minutes, resolutions and recommendations for the Board Packet. Post Board meeting notices, send to the press, compile press packets and maintain Board records. Maintain election records and prospective candidate information. Write and have printed in local newspapers public notices and legal ads as mandated. Coordinate, gather and copy information in compliance with Freedom of Information Act (FOIA). Prepare, maintain, organize and file all administrative records, bids, and correspondence. Work with appropriate Superintendent on all facets of grant applications, reporting and recording. Work with Superintendent of Parks to prepare correspondence, provide vendor information, make calls, solicit quotations and place orders as needed. Provide customer service at the Park Central Administrative Office via in-person, telephone and email. Match and verify check requests with invoices and prepare for processing. Assist Superintendent of Finance & IT with yearly audit preparations and fiscal/calendar year-end procedures. Work closely with staff regarding vendor accounts and send new vendors an information packet. Maintain central control of all purchase orders and input accurate accounts payable invoices for bill list. Issue 1099s at the end of each calendar year. Issue petty cash to staff and reimburse petty cash as needed to maintain adequate funds on hand. Monitor and organize all incoming invoices and receipts; code to appropriate G/L and prepare for approval. Track and/or issue invoices for monthly A/R billings. Respond to vendor inquiries, reconcile vendor statements and maintain positive vendor relations. Prepare General Fund Check Resolution and Reports for Board Meetings. Perform other duties as assigned.

QUALIFICATIONS: Qualified candidates must be a graduate from high school and/or college with at least three (3) years of accounts payable/accounts receivable experience. Must have the ability to understand financial applications and/or systems along with general computer skills. Must possess

strong customer service skills and able to communicate effectively with team members and the public. Ability to multitask, follow through on detailed work and possess excellent numerical skills is crucial. Must have or be able to obtain Open Meetings Act (OMA) and Freedom of Information Act (FOIA) certifications within the first six months of employment.

SCHEDULE & PAY: This is a full-time, non-exempt position. Forty hours per week, Monday-Friday 8:00am-4:30pm. Must be able to attend evening Park District Board meetings on the second and fourth Tuesday of every month. Target hiring range is \$25-\$26.45/hour (\$52,000-\$55,000/year), DOQ (dependent on qualifications).

BENEFITS OFFERED: In exchange for your time and talent, we offer a generous benefit package: Medical & Prescription Coverage; Dental & Vision Coverage; Life Insurance (basic & voluntary); Pension Defined Benefit Plan (IMRF); Short & Long Term Disability; 457 Defined Contribution Plan; Flexible Spending Account; Paid Holidays & Vacation Time; Tuition Reimbursement; Facility Discounts & Usage Benefits

APPLY TODAY!

www.rmparks.org/jobs

Please include Cover Letter and Resume (Deadline: June 5, 2023)

The Rolling Meadows Park District is an Equal Opportunity Employer.