



Accounting Assistant – Registration & Billing

Oswegoland Park District

Contact Name: Keith Zalewski

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Contact Phone: 630-554-4430

Closing Date:

Salary: \$45,000+ (DOE)

Description:

Job Overview:

Under the direction of the Director of Finance, this multi-faceted position (customer service, program registration, and finance) is responsible for overseeing registration and monitoring payments from participants in the District's programs that are billed on a monthly basis. This includes preschool, before and after school care, summer camp programs, and competitive gymnastics and dance teams. This individual works directly with customers and programming supervisors to ensure a smooth process for some of the District's largest programs.

Education, Experience, & Training:

- Must have experience with registration management and monthly billing programs in a business environment or commensurate experience
- Must have proven experience with attention to detail
- Must have experience in customer service and communication

Knowledge, Skills, & Abilities:

- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the District
- Ability to learn new skills and knowledge
- Possess decision-making, conflict resolution, negotiation, and organizational skills
- Exceptional communication skills in both verbal and written form
- Work independently and as a team member of the Finance Department
- Ability to operate office equipment and computers and knowledge of ActiveNet and the Microsoft Office Suite of programs
- Understand and exhibit behavior consistent with stated values of the District

Essential Duties & Responsibilities:

- Work closely with the District's Director of Finance, Superintendent of Recreation, Kid's Connection Coordinators, Preschool Coordinator, and Customer Service Representatives
- Significant involvement with the set-up of early childhood programs within the registration software

- Handle customer registration/participation adjustments for early childhood programs and provide excellent customer service to participants in regards to those activities
- Provide updated information regarding registered participants as needed to programming staff during heavy registration periods
- Handle monthly billing program responsibilities, including application of fees, collection of payments, and reporting of payment activities to recreation supervisors
- Assist in answering and managing phone calls regarding registration, participation, adjustments, and collection for all billed recreation programs
- Establish payment plan agreements for billing program customers as needed, and maintain communications and records related to agreement terms and payments
- Apply scholarships awarded to participant accounts and maintain the related records, assisting the Accountant with periodic updates to the Director of Finance and Director of Recreation on available scholarship funds
- Assist with the development and enhancement of reports within the registration software, and assist the Accountant with reconciling reported amounts with the general ledger
- Act as a backup for other accounting functions, such as cash receipts, payroll, and/or accounts payable as needed
- Collect and organize records in accordance with records retention policies
- Perform other duties as assigned

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and use hands to finger, handle and feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

Cognitive Considerations:

Must have the ability to work at a fast pace and multitask; must have good communication and problem solving skills; must demonstrate good safety awareness and sound judgment

Hours:

Normal work hours are Monday thru Friday, 8:00 a.m. to 4:30 p.m., 40 hours per week. Some evenings and weekends may be required.

Benefits We Offer:

- Blue Cross Blue Shield Medical Insurance, PPO or HMO
- Dental Insurance
- Vision Insurance
- Basic Life Insurance
- Flexible Spending Accounts
- AFLAC
- Short- and Long-Term Disability (IMRF)
- Pension (IMRF)
- 457 Plan
- Paid Time Off