



Accounts Payable and Payroll Specialist

Lombard Park District

Contact Name: Maria Foerstel

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Closing Date:

Salary: 23.50/hr+++DOQ

Description:

The Lombard Park District is seeking an Accounts Payable/Payroll Specialist. Under the supervision of the Finance Manager, the Accounts Payable/Payroll Specialist is responsible for processing vendor bills, payroll, and providing financial and clerical assistance to the Director of Finance & Personnel and Finance Manager.

Essential Functions and Responsibilities

Accounts Payable and Accounts Receivable

- Receiving and matching vendor invoices with vouchers
- Coding and preparing vouchers for data entry.
- Responding to questions from vendors and staff regarding invoices and vouchers
- Establishing and maintaining vendor invoice files.
- Completing all bank reconciliation processes.
- Prepare and file annual 1099's
- Completing analysis of accounts as directed by the Finance Manager
- Prepare invoice reimbursements from affiliates, and various sponsors/community groups.
- Prepares journal entries for accounts receivable and ensures payments are received.

Payroll

- Ensures timely processing of bi-weekly payroll including direct deposit and positive pay.
- Maintains the District's attendance and payroll systems.
- Responsible for preparing and filing annual W-2s

Qualifications

High school graduate. Minimum of two years of bookkeeping and/or clerical experience.

Knowledge of accounts payable, accounts receivable, and payroll functions.

Basic accounting and mathematical knowledge.

Ability to prioritize work assignments and complete them in an accurate and timely manner

Ability to work within time deadlines.

The Accounts Payable/Payroll Specialist is a full-time non-exempt position working 40 hours per

week. The schedule is Monday through Friday from 8:30 am to 5:00 pm.

We offer a competitive compensation benefits package that includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF pension, tuition reimbursement, vacation, holidays, sick time, and personal days.

To apply and view the full job description: Please visit us at www.lombardparks.com under “About Us” and select “Job Opportunities” to complete the full online application through Frontline.

Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This position will remain open until filled. Please attach a resume and cover letter.

The Lombard Park District is an Equal Employment Opportunity Employer.