



## **Accounts Payable Administrator**

Park District of Highland Park

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** \$25.00 - \$28.75 Hourly

### **Description:**

**This is an hourly/non-exempt full-time position budgeted to work 40 hours a week with potential for approved overtime.**

The Accounts Payable (A/P) Administrator provides professional-level and administrative support with day-to-day Accounts Payable functions. Responsible for the preparation, administration, processing, review, control, approval and payment of accounts payable. Provides all accounting and administrative functions essential to completing special projects as assigned. The A/P Administrator is a collaborative member of the PDHP team. The position is considered confidential and strict adherence to the employee code of organizational values is required. All processes are managed in accordance with procedure and in accordance with federal and state regulations.

### **Essential Duties and Responsibilities:**

- Opens, sorts, reviews and obtains payment approval(s) for invoices received. Where applicable, matches invoices with proper documentation. Reviews vendor statements and all applicable documentation. Prepares for batching and entering in the A/P system.
- Sorts and reviews for coding information and verifies appropriate approval for payment is obtained on all check requests received. Reviews and prepares for batching and entry into the A/P system.
- Bi-monthly assembly of invoices and check requests into batches in preparation for computer entry. Key batches in an accurate fashion and on a timely basis. Maintains a system for matching invoice totals to batch totals. Reviews all batch information prior to printing checks. Prints checks, and prepares reports used by members of the Finance department.
- Provides accounting services essential to the preparation and processing, administration, control and funding of interim and emergency check requests.
- Ensures discounts are taken in an appropriate manner and assures payment cycle is maintained to consolidate to a positive cash flow.
- Provides accounting service essential to the preparation, processing, administration, control, and funding of refund checks.

- Acts as chief administrator of the Purchase Card Program. Responsible for training new participants or training staff on updates. Monthly, review and close all transactions. Add and remove participants as needed. Maintain the accounting General Ledger in the PC program. Main contact for fraudulent transactions with bank and replacement of employee cards. Reconcile monthly statements with receipts. Allocate/Edit all Parks Department p-card transactions and reconcile their monthly statements with receipts. Prepare monthly CSV file from bank application and upload it into Accounting Software.
- Administers positive pay through the bank after checks are completed.
- Enters voided check information into the accounting system and stop payments to online banking system.
- Maintains a file system for all relevant accounts payable documentation. Purge files in accordance with the State of Illinois Records Disposal Certificate on a timely basis.
- Complies with internal controls or ensures implementation or changes to internal controls as may be suggested by management or the external auditors. Recommends initiation of additional controls, if necessary.
- Uses Business P-card to pay monthly utility bills such as: Comcast, AT&T.
- Acts as chief administrator for vendor purchasing agreements, such as Warehouse Direct, Staples, Sam's Club, Amazon, etc.
- Develops and maintains a working knowledge of computer system applications, including software that interfaces with the District's general ledger.
- Performs account analysis, traces errors and records adjustments to properly state account balances.
- Super user of Quadiant postage machine and maintaining appropriate postage balance.
- In coordination with the Finance Department, communicates and coordinates accounting policies, practices and procedures with the District's managers.
- Reconciles report discrepancies and problems.
- Prepares Disbursement list/Treasurer's report for Board approval.
- Answers all management and vendor inquiries. Analyze vendor accounts.
- Prepares analysis of accounts as required.
- Works with the Planning Department to develop and enter Project Accounting Codes prior to year-end. Ensure codes are used correctly throughout the year.
- At year-end, develop and maintain a system for monitoring and input to attain correct year-end cut off for District payables and pre-pays.
- Throughout the year, update and maintain W-9 information including minority, women and veteran owned businesses. Issue 1099's at year-end.
- Assist with and provide appropriate documentation for the annual audit. Attend PDHP Board meetings and Finance Committee meetings as requested by the Director of Finance.
- At the request of the Director of Finance, participate in all RFP's.
- Super user of Bank of America Works system and Vendor application of INCODE.
- Performs other duties as assigned.

**Supervisory Responsibilities:** None

**Qualifications:** Bachelor's degree or equivalent from a four-year college or technical school with coursework in accounting, business administration, or related field required. At least two (2) years of accounting and accounts payable experience; or any equivalent combination of education, relevant experience and/or training.

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Excellent verbal and written communication skills.
- Excellent active listening skills.
- Ability to function well in a high-paced and at times stressful environment.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's accounting system and Purchase Card Program (BOA).

**Benefits:** Full benefits offered with health insurance (medical, dental, vision, basic life, employee assistance program), paid vacation and sick time, paid holidays, enrollment in Illinois Municipal Retirement Fund (IMRF), opportunities for enrollment in recreational programs and facility use.

**Physical Demands:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Prolonged periods of sitting at a desk and working on a computer.
- Operates a variety of office equipment, including computer hardware, telephone, calculator, and photocopier, postage machine; required to grasp objects.
- Regularly speak to others one-on-one in-person or over the phone.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must be able to lift up to 15 pounds regularly and occasionally lift and/or more up to 25 pounds.

*The Park District of Highland Park is an equal opportunity employer.*

Apply at <https://www.pdhp.org/get-involved/jobs/>