



## **Cash Posting and Billing Specialist**

### Hoffman Estates Park District

**Contact Name:** Kimberly Engler

**Contact E-mail:** kengler@heparks.org

**Contact Phone:** 847-781-3637

**Closing Date:**

**Salary:** 21.75 to 25.00 per hour

#### **Description:**

The Hoffman Estates Park District is excited to announce a professional opportunity within our Business Department. Our Cash Posting and Billing Specialist position is for an individual who can process cash deposits, record and maintain accurate accounts and understand the complexities of a financial office. HEParks is a multi-award-winning park district, recently earned the Class IV Gold Medal at this year's NRPA conference and secured its third NRPA CAPRA accreditation. We stand unparalleled in the state of Illinois with both overall state and national accreditations combined with gold medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, and more than 80 parks. Among our amenities are two recreation centers, a two-sheet ice arena, a Seascape family aquatic center, an 18-hole golf course with a TopTracer facility, and a remarkable 100,000+ sq ft fitness center (the Club). We take pride in offering the very best in the park district services and facilities.

We are seeking an energetic and dedicated professional to join our team of 75 full-time staff. This individual will report directly to the Superintendent of Business and will work closely with the Business Manager and Disbursement Associate. This position comes with excellent benefits, such as health, vision/ dental insurance, IMRF pension, and complimentary programming and facility usage, just to name a few. Continuing education opportunities are provided and a great work-team atmosphere.

If you are excited to join the park and recreation field or want to broaden your experience accounts receivable functions, this is tailor-made for you! Apply today, as we will promptly interview quality candidates upon receiving their resumes.

The Hoffman Estates Park District is a proactive equal-opportunity employer.

#### **Function**

This position is responsible for daily cash deposits, processing installment bills, and maintaining accurate financial records. Processing billing and account remittances along with invoicing or sending suspension notices will also be part of this role. Maintaining EFT billed programs and processing EFT billings and reconciling those collections. Meeting deadlines while keeping an eye for detail and using

basic understanding of accounting and accounts receivable processing is key to this position.

**Experience** - Cash posting, accounts receivable and/or billing experience. MS Office and RecTrac desirable

**Education** - High School diploma required; College degree desirable.

**[CLICK HERE TO APPLY](#)**