



Accounting Specialist

Cary Park District

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Closing Date:

Salary: \$50,820 - \$60,984

Description:

At the Cary Park District, our mission is to provide exceptional recreation, parks, and open space opportunities that enhance the quality of life for our community. As part of our commitment to excellence, we are dedicated to fostering a welcoming and inclusive environment where residents can enjoy a wide range of recreational activities, both active and passive, in safe, well-maintained, and accessible spaces.

Guided by our vision, we aim to preserve the natural beauty, historical heritage, and unique character of the region, while delivering proactive and innovative services that meet the evolving needs of our community. Our focus on cooperation with local partners and progressive innovation allows us to achieve more for the community, ensuring that our offerings consistently deliver value and meet the high standards expected by those we serve.

Join us in leading the way for parks and recreation in our region, as we strive to create lifelong opportunities for enjoyment, wellness, and community engagement!

We are seeking a dedicated **Accounting Specialist** to join our Finance and Administration team. In this key role, you will manage a variety of finance-related tasks that contribute to the smooth operation of our organization, with a focus on accuracy, efficiency, and collaboration.

Responsibilities

- Prepare invoices for payment and issue accounts payable checks.
- Utilize an automated financial system for data input.
- Process monthly purchasing card statements and issue refunds.
- Maintain organized vendor files and review receipt batches from the front desk.
- Prepare daily deposits and compile payroll data for employee paychecks.
- Perform payroll calculations, including overtime, accruals, deductions, and wage garnishments.
- Respond to inquiries from both employees and vendors.
- Create accounts receivable invoices and generate job-specific financial reports.
- Assist with the annual audit and order supplies as needed.

- Collaborate with all departments and provide support to the Finance and Administration team.

Key Qualifications

You will work directly with the Director of Finance and Administration, focusing on accounts payable and payroll while being cross trained to support other finance areas when needed. This individual must be able to work independently, meet deadlines, and maintain a high level of organization and accuracy.

Requirements

- A high school diploma is required; additional coursework in accounting is preferred.
- A minimum of two years of experience in a similar role is strongly preferred.
- Proficiency in Microsoft Excel and experience with automated financial systems is essential.

Benefits

- HMO or PPO, dental, vision, hearing, life, employee assistance program, wellness program with cash incentive, and AFLAC
- Illinois Municipal Retirement Fund and 457(b) deferred compensation retirement plan
- Vacation, PTO, holidays, parental leave, and safety days
- Facility and Program discounts including, but not limited to, free use of the fitness center, dog park, Sunburst Bay Aquatic Center, and Foxford Hills Golf Club
- Dedicated work from home day

If you are an organized, detail-oriented professional looking to contribute to a team committed to excellence and community service, we encourage you to apply!

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2781531/Cary-Park-District/Accounting-Specialist>