



## **Accountant**

### Glenview Park District

**Contact Name:** Matt Sheehan

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**Contact Phone:** 224-521-2174

**Closing Date:**

**Salary:** Starting at \$68,640, DOQ

#### **Description:**

#### **JOB OPPORTUNITY with the Glenview Park District: Accountant (Full-Time)**

#### ***“Recreate” a better life with a career in the field of Parks & Recreation!***

**ABOUT US:** The Glenview Park District is an independent local government agency that provides beautiful parks and outstanding recreational opportunities for the residents of Glenview, IL and beyond. Major facilities include a 170,000 sq. ft. community center, three aquatic centers, an 18-hole golf course with clubhouse and restaurant, a 9-hole golf course with platform tennis, a tennis club, an ice center, a 1920s dairy farm, an 1850s nature/history center, and newly renovated administrative offices. The District has over 100 full-time employees, 300 year-round part-time employees and another 500 summer/temporary employees.

**JOB SUMMARY:** The Accountant is responsible for preparing, recording and analyzing general ledger entries, preparing bank account and general ledger account reconciliations, preparation of month end financial reports and assisting with the compilation and review of the annual budget and audit. This position also assists with accounts payable, accounts receivable, and other accounting and record keeping functions as needed. The hiring salary starts at \$68,640, DOQ.

**QUALIFICATIONS:** Qualified candidates must have an Associate's or Bachelor's Degree in Accounting or related field. At least three (3) years of relevant work experience, public sector experience preferred. The best candidates will have significant knowledge of accounting practices and procedures and experience working with various accounting software and programs.

**SCHEDULING & PAY:** This is a full-time, hourly position. The hours are generally Monday through Friday 8:30 a.m.-5:00 p.m., plus additional evening and weekend work as required.

**BENEFITS WE OFFER:** In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage

- Vision Coverage
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (AFLAC)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Park District Facility Discounts and Usage Benefits

**APPLY ONLINE!**

Visit us at [www.glenviewparks.org](http://www.glenviewparks.org) – click on “Jobs” at the top of the page.

**FOR MORE INFORMATION**

Contact Matt Sheehan at [Matt.Sheehan@GlenviewParks.org](mailto:Matt.Sheehan@GlenviewParks.org)

*If interested, please apply early. Recruiting and interviewing will begin immediately.*

*The Glenview Park District is an Equal Opportunity Employer.*