



## **Accountant**

Lisle Park District

**Contact Name:** Scott Silver

**Contact E-mail:** [ssilver@lisleparkdistrict.org](mailto:ssilver@lisleparkdistrict.org)

**Contact Phone:** 630-964-3410

**Closing Date:**

**Salary:** \$62,000-77,500 DOQ

### **Description:**

Lisle Park District is hiring an Accountant responsible for the efficient processing of monthly reconciliations, journal entries, maintaining general ledger account balances, payroll and performing specialized work requiring accuracy, timeliness and compliance with all prevailing laws and regulations. This position reports directly to the Superintendent of Finance and is a great opportunity for growth.

### **Please apply directly at**

**<https://lisleparkdistrict.bamboohr.com/careers/120?source=aWQ9MjM%3D>**

Major responsibilities include the following. Other responsibilities may be assigned.

1. Reconciles Civic Rec daily transactions and month-end reports to the Park District's finance software and prepares journal entries.
2. Prepares and files federal and state quarterly 941's, Illinois Department of Employment Security monthly and quarterly and yearly W-2's.
3. Prepares bi-weekly payroll. Compiles and reconciles employee tip income. Verifies timecards for accuracy. Submits payroll taxes online.
4. Compiles and files PDMRA annual wage report.
5. Creates monthly financial statements reports for Board of Park Commissioners' review
6. Reconciles sales revenue reports to the general ledger.
7. Prepares monthly sales tax returns.
8. Prepares daily bank deposits and reconciles bank statements to the general ledger
9. Records cash receipts and posts journal entries into the Park District's finance software.
10. Reconciles the pro shop inventory count.
11. Monthly reconciliation of gift cards.
12. Maintains internal audit controls.
13. Responsible for handling any special requests, audits and/or inquiries related to the general ledger.
14. Acts as liaison between River Bend Golf Club and Finance department regarding financials and payroll.
15. Summarizes month end financial data for management staff at River Bend

### **Qualifications:**

- **Education-** Bachelor's degree in Accounting
- **Experience-** A minimum of one-three years related work experience, preferably in public accounting
- **Computer** – Proficient with keyboard/typing skills; proficient use of applicable software in PC operating system: Microsoft Office Suite, including Outlook, Word, Excel; proficient use of financial accounting software.
- Excellent verbal and written communication skills.
- Valid drivers license.

**Benefits we offer:**

Medical Coverage- PPO or HMO & Prescription Coverage

Dental Insurance

Vision Insurance

Life Insurance (basic & voluntary)

Short- and Long-Term Disability (IMRF)

Pension / Defined Benefit Plan (IMRF)

Flexible Spending Accounts

Paid Holidays, Personal Days, Vacation, Sick Time

Tuition Reimbursement

Professional Membership Dues

Park District Facility Discounts and Usage Benefits

Pay is based off previous experience.

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