



Finance Specialist

West Chicago Park District

Contact Name: Gergana Minchev

Contact E-mail: gminchev@we-goparks.org

Contact Phone: 630-231-9474

Closing Date:

Salary: \$23.00 - \$25.00/hourly DOQ

Description:

Summary

Are you a friendly, positive personality who loves to work with numbers and a collaborative team and community? If you answer yes, the West Chicago Park District is looking for you to join our team. The Finance Specialist is a full-time 37.50 hours per week non-exempt position reporting to the Superintendent of Finance. This position is responsible for various accounting and fiscal-related tasks contributing to the West Chicago Park District smooth operation.

Qualifications

The ideal candidate should have graduated from a college with an Associate Degree in Accounting, Finance or related field. Bachelor's Degree preferred. The individual should have at least three years of prior experience in governmental accounting and have a sound understanding of computer operations; must have a valid Illinois driver's license. Prior Park District and /or payroll processing experience with Paylocity helpful.

Summary of Duties

The Finance Specialist will perform various accounting and finance-related duties to include Accounts Payable, General Ledger entries, revenue uploads, bank runs, provides backup to the payroll functions, reporting, assist with annual audit, assist with staff and vendor inquiries.

Please visit our website for full job description:

To apply please complete a job Application from our website <https://www.we-goparks.org/employment> and forward it along with resume and cover letter to: gminchev@we-goparks.org. Please, include Finance Specialist on the subject line.

We offer a generous benefits package including vacation, sick, and personal days, as well as health, dental, vision and prescription benefits, life insurance coverage, deferred compensation, and participation in the Illinois Municipal Retirement Fund (IMRF).

West Chicago Park District is an Equal Opportunity Employer