



Accounting Supervisor

Skokie Park District

Contact Name: Stephenie Gualano

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Closing Date:

Salary: 65,000 - \$70,000 annually

Description:

Basic Function

The Accounting Supervisor shall perform monthly account reconciliations and other financial reports ensuring timeliness, accuracy, and continuity of financial information. The role is responsible for supervising the Accounts Payable and Receivable functions and operations in addition to managing the district credit card process and shall assist in the annual audit. The Accounting Supervisor shall maintain strong internal and external customer service relationships.

Essential Duties

- Review facility and/or enter RecTrac batches and approve cash receipts in preparation for posting in the financial software.
- Supervise invoice processing, approval, and payment in collaboration with the Accounts Payable Clerk.
- Ensure timely payments of vendor invoices, independent contractor invoices, and employee reimbursements.
- Manage and approve accounts payable payment batches with correct approval paths and budget code numbers.
- Monitor district credit accounts and statement requests.
- Oversee accounts receivable transactions.
- Research and process all district chargebacks.
- Reconcile the monthly district credit card statements and prepare for payment.
- Perform and maintain internal controls to safeguard the district and prevent fraud.
- Assist with the annual audit, providing financial reports and support.
- Performs other duties as assigned.

Additional duties:

Perform other duties as assigned. Review processes to ensure that areas of responsibility are efficient. Must have excellent customer service skills, oral and written communication skills. Shall incorporate the district's core values of commitment, service, integrity, openness, innovation,

inclusiveness and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the district's safety manual and overall risk management program.

Qualifications

Education: Bachelor's Degree in Accounting or related field.

Experience: Two to four years accounting experience in governmental accounting is preferred. Must possess strong verbal and written communication skills along with strong financial and computer skills.

Certifications: C.P.A. (Certified Professional Accountant) is preferred. Must be able to obtain and keep current CPR and AED certifications. Valid Illinois Driver's License required.

This job falls in paygrade FT6. The target hiring range for this position is \$65,000 - \$70,000 annually. A link to our full-time wage scale can be found here: <https://www.skokieparks.org/full-time-wage-scale/> Additionally, a list of our benefits can be found here: <https://www.skokieparks.org/employee-benefits/>

At the Skokie Park District, we believe in fostering a workplace where everyone feels valued, respected, and empowered. We are proud to be an Equal Opportunity Employer and welcome people of all backgrounds, experiences, and perspectives. We are committed to creating a diverse and inclusive environment where all employees can thrive. We encourage applicants of all races, genders, ages, abilities, and identities to apply and join our team.