



## **Accounting Manager**

### **Wilmette Park District**

**Contact Name:** Carol Heafey  
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**Contact Phone:** 847-256-9692  
**Closing Date:**  
**Salary:** \$74,225-\$100,204

#### **Description:**

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

**SUMMARY:** The Accounting Manager is responsible for managing the day-to-day accounting and monthly close functions of the Park District. This role will oversee financial operations, accounting systems, budgeting, maintaining financial integrity, payroll, accounts payable and ensuring compliance with federal and state regulations. The position is also responsible for communicating with the Superintendent of Finance, ensuring compliance with the Park District's policies and procedures, contributing to the completion of projects and assisting with the yearend audit process.

#### **SUPERVISORY DUTIES:**

- None

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the monthly close process
- Review payroll and accounts payable processing
- Participate in the month-end closing meeting
- Provide support and guidance to the accounting staff as needed
- Have discussions of accrual levels with the accounting staff
- Identify accounting issues and recommendations for resolution and review of large or critical entries
- Manage the balance sheet accounts for the Park District in accordance with policies to include review of all account reconciliations including bank reconciliations

- Follow-up on issues and problem resolution
- Develop an in-depth understanding of the business unit's numerous revenue streams
- Document process flow and controls and ensure appropriate revenue recognition
- Ensure that policies and appropriate internal controls and processes are followed and functioning as designed (segregation of duties, timely account reconciliations, etc.)
- Work closely with the business unit supervisors and managers to stay current with the business and identify matters that may have accounting implications as well as the escalation of those matters
- Provide relevant accounting training to the business units
- Supervise the annual audit process, prepare financial reports and ensure compliance with applicable regulations
- Contribute to the annual budget process
- Ensure all mandated financial filings are completed timely
- Actively contribute to the Park District's sustainability goals
- Perform other duties as assigned

### **SAFETY RESPONSIBILITIES:**

- Actively support the safety program that will effectively control and reduce accidents
- Obey all Park District and departmental safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted at the facility and property
- Promptly report all unsafe actions, practices or conditions to the immediate supervisor
- Attend and participate in required safety training

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree preferred in Accounting, Finance, Business Administration or a related field
- Minimum of two years' experience in a similar accounting role
- Experience with governmental accounting principles and investment practices

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organization management, attention to detail and problem solving, along with excellent communication skills
- Strong knowledge of Excel and accounting software
- Communicate in proper written form and be proficient in communicating verbally in group and individual situations
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, patrons and the public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

### **TECHNOLOGY SKILLS:**

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be required to stoop, kneel, or crouch
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects
- The employee may occasionally lift and/or move up to 20 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- The noise level in the work environment is usually moderate.

### **WORK SCHEDULE:**

- Normal working hours are Monday through Friday, 9 am to 5 pm. Extra hours may be required at various times.
- General hours of duty will be approved by the Superintendent of Finance

Link to apply below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=199404&clientkey=F483035F83AF15A8C8A46DF6BE97D42C>