



## **Business Department Coordinator**

### **Park District of Forest Park**

**Contact Name:** Dr. Jeff Murphy

**Contact E-mail:** jmurphy@pdofpstaff.org

**Contact Phone:** 708-366-7500

**Closing Date:** 2025-03-28

**Salary:** \$45,000-\$55,000

#### **Description:**

The Park District of Forest Park, “Where Every Day is a Walk in the Park”, serves just under 15,000 amazing residents. Currently, the park district owns and operates five buildings, 6 park settings, an aquatic center, and several different outdoor facilities, including a skate park and an official-sized synthetic turf soccer field. We host the No Glove National 16” Softball Tournament. When you work for our Park District, you are part of a team that works well together. We prioritize that every staff member has a seat at the table and a voice to be heard.

***Be a part of developing this newly created position for the business department.***

#### **Benefits**

The position is a full-time salary, year-round exempt position. The Park District benefit package includes medical, dental, and vision, paid 100% for the employee and their family by the Park District. It also includes IMRF pension and vacation, holiday, personal, and sick time.

#### **Essential duties and responsibilities:**

*Perform tasks related to financial services and reporting, including (but not limited to):*

- Assist with the daily preparation of financial reports
- Help with the accounts payable process
- Manage the merchant account for the park district
- Track and record transactions that are the result of activity on the park district’s credit cards
- Prepare, investigate, and file monthly sales tax reports
- Assist in audit-related activities under the direction of the Superintendent of Business
- Participate in the preparation of the annual budget.
- Other miscellaneous financial duties as assigned.

*Perform Information Technology tasks, including (but not limited to):*

- Track, order, and install toner cartridges for park district printers.
- Monitor Park computers for updates and routine maintenance.

- Set up and install keyboards, mouse devices, and other external peripherals.
- Obtain a general understanding of the different software applications the park district uses to assist users when required.
- Install software and setup peripherals on Park district computers.
- Investigate and resolve internet connectivity issues.

*Other Duties:*

- Maintain a positive public relations program.
- Responsible for upholding and abiding by all safety rules and regulations as outlined in the Park District's Personnel Manual.
- Responsible for processing mail.
- Receiving clients/visitors/other staff.
- Preparation of information packets and reports.
- Responsible for answering the phone and covering the front desk when necessary.
- Performs other duties as required by the Superintendent of Business.

**Job Qualifications**

1. A high school diploma or equivalent is required; an associate degree or higher in accounting, finance, or a related field is preferred.
2. One to two years' experience in a financial or administrative support role.
3. Strong written and oral communication skills.
4. Finds attention to detail essential and has effective problem-solving capabilities.
5. Proficient in Microsoft Office and/or Google applications such as word processing, spreadsheets, and email tools.
6. Strong organizational skills with a solid understanding of file management practices.
7. Experience with financial software is a plus.
8. Comfortable working with cloud-based applications.
9. Ability to work effectively in a team environment and communicate effectively with internal and external stakeholders.
10. Knowledge of basic accounting principles and financial record keeping is a plus (The park is willing to train a motivated individual).
11. All employees must pass a criminal background check and drug test, which are paid for by the Park District of Forest Park.

Contact—Please email or mail your cover letter and resume to the Park District of Forest Park, attention Dr. Jeff Murphy, Superintendent of Business, at [jmurphy@pdofpstaff.org](mailto:jmurphy@pdofpstaff.org) or 7501 Harrison Street, Forest Park, Illinois 60130.