



## **Accountant**

Park District of Highland Park

**Contact Name:** Katie Knox

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**Contact Phone:** 847-579-3117

**Closing Date:**

**Salary:** \$62,512.19 - \$71,889.02 annually

### **Description:**

#### **Job Summary**

The Accountant provides all accounting functions essential to the preparation, administration, processing, review, entry and integrity of all Park District accounts receivable and general ledger records. There will be an emphasis on assisting the Accounting Manager. The Accountant computes, classifies, records, files, and performs miscellaneous accounting tasks related to assisting in maintaining accounting records.

#### **Essential Duties and Responsibilities**

Includes, but not limited to the following. Other duties may be assigned.

##### *Business Office*

- Maintain a thorough understanding of all general ledgers and revenue codes.
- Maintain INCODE Charts of Accounts and project accounting codes.
- Responsible for daily scheduled credit card installment billing and biweekly ACH, District wide (to include membership, camps, athletics, etc.).
- Responsible for maintaining worksheets of declined/expired credit cards; communicate with staff to help resolve issues and assist with rejected EFT notices from the bank; update customer account balances.
- Develop and maintain detailed knowledge of A/R subsidiary (registration) software utilization and report printing; participate in user group and continuing education classes.
- Maintain working relationships and online access with credit card intermediary, working with the Registration Office, research and process charge backs and NSF checks. Research and resolve discrepancies between Rectrac/Foreup and our credit card processors. Initiate, follow up and resolve disputes for various declined charges using Client Enterprise.
- Maintain mapping and interface between ForeUp, Plan2Play and INCODE. payroll systems, golf systems, and accounting system; trace errors and make any necessary adjustments to correct information incorrectly posted through the interface.
- Responsible for weekly interface from the registration systems into the accounting system.
- Prepare deposits for Business Office receipts and create and enter journal entries. Pick up bank receipts from bank, match them with recorded journal entries.
- Coordinate/Reconcile check refunds with the Accounts Payable Administrator.
- Assist with monthly Treasurer's report preparation, including review of monthly financials and

report compilation.

- Using INCODE reports, prepare monthly payroll charts, funds charts and center charts for Finance Director.
- Working with the Accounting Manager, prepare all monthly reconciliations for bank and investment accounts.
- Together with the Accounting Manager, maintain records of all investments and prepare any updates as necessary.
- Input journal entries in INCODE PDHP and QuickBooks for Parks Foundation.
- Print reports from INCODE and QuickBooks as assigned.
- Assist with cash verification audits at facilities; oversee and lead cash handling training for new front desk staff and/or when facilities open for the season.
- Prepare monthly Food and Beverage Tax for the city and quarterly for the state.
- Apply for the city and state liquor licenses for Sunset Valley Golf Course and Golf Learning Center and other District facilities as needed.
- Coordinate daily interoffice mail pickup.
- Oversee annual shred and coordinate shred pick up with West Ridge staff, as needed.
- Oversee coordination of armored service pickup for facilities; coordinate seasonal changes to pick up schedule with vendor and facility managers.
- Liaison for Parks Foundation; working with Park Foundation Treasurer, overseeing all deposits, checks, reconciliations, invoicing, reporting and communication, etc. Prepare and keep track of all expenses for the Parks Foundation. Issue checks for various expenses on an as-needed basis. Prepare Foundation bank reconciliations. Prepare Foundation reports for Finance Director's review and for Board members' review.
- Oversee all aspects of Assetmax entry and reconciliation; prepare required information for external audit and appraisals, as necessary.
- Prepare monthly Payroll, Fund and Center Charts.
- Work with the Accounting Manager and Planning Department on grant management-GATA.

#### *Other*

- Reconcile financial report discrepancies and problems.
- Assist with budget preparations and enter data into INCODE and Excel spreadsheets, and QuickBooks as assigned.
- Assist in preparation of financial reports and correspondence using Microsoft Word and Excel.
- Assist with the annual external audit and provide appropriate documentation.
- Assist with internal audits of all accounts and records, as needed; responsible for neatness, accuracy and balancing of all work processed.
- Prepare checks for deposit for the Business Office and Parks Foundation.
- Assist with credit card fees analysis.
- Perform other work, as assigned.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Education and Experience**

Bachelor's degree in accounting or equivalent from a four-year college or technical school required with coursework in accounting, business administration, or related field required. At least two (2) years of accounting experience; or any equivalent combination of education, experience and training which provide the required knowledge, skills and abilities.

### **Required Skills/Abilities**

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Excellent active listening skills.
- Ability to function well in a high-paced and at times stressful environment.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's accounting system and Purchase Card Program (BOA).

### **Physical Requirements**

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

- Prolonged periods of sitting at a desk and working on a computer.
- Operates a variety of office equipment, including computer hardware, telephone, calculator, and photocopier, postage machine; required to grasp objects.
- Regularly speak to others one-on-one in-person or over the phone.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must be able to lift up to 15 pounds regularly and occasionally lift and/or more up to 25 pounds.

### **Working Conditions**

The physical environment requires the employee to work primarily in an indoor office setting and sit for prolonged periods of time. Employee may occasionally work outside for short periods of time in heat/cold, wet/humid, and dry conditions. May be requested to work occasional evenings and weekends during audit/budget and special events.

**Hiring Range:** \$62,512.19 - \$71,889.02 DOQ

**Classification:** Full-time, Exempt

### **Benefits**

The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Eight (8) Paid Federal Holidays
- Paid Vacation
- Two (2) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet

Sports, and Ice Skating.

To apply to this position, please complete our online employment application by following the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=87427&clientkey=315B3AF80DDEE71A200E9AE10728AA6C>

or by visiting the Jobs section of our website at [pdhp.org](http://pdhp.org).

*The Park District of Highland Park is an Equal Opportunity Employer.*