



## **Accountant - Full-time**

### **Bloomington Park District**

**Contact Name:** Jackie Tithof-Steere

**Contact E-mail:** jackie@bloomingtonparks.org

**Contact Phone:** 630-529-3650

**Closing Date:**

**Salary:** \$55k/year

#### **Description:**

##### **BLOOMINGTON PARK DISTRICT JOB DESCRIPTION ACCOUNTANT (FULL TIME)**

**Functions:** This is a full-time position under the direction of the Director of Finance. The Accountant is responsible for a variety of accounting and administrative functions including, but not limited to, processing biweekly payroll, including all related payroll tasks, processing monthly journal entries, bank reconciliations, general ledger review and reconciliation, preparation of audit and budget schedules, review, and related interface of financial RecTrac transactions. This position will also be responsible for various HR-related functions such as collecting and reviewing new hire/termination paperwork, completing reporting requirements to various agencies, and related duties. This position works closely with the Finance and Customer Service areas, and all other departments as needed. The Accountant is to provide support to the Finance area while maintaining strict confidentiality and accuracy.

**Immediate Supervisor:** Reports to the Director of Finance.

#### **Qualifications:**

- Bachelor's Degree from an accredited college or university with degree or major course work in accounting, finance, or a closely related field.
- Minimum of three (3) years of experience in payroll and/or accounting or any equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities that meet the criteria of the job.
- Strong Microsoft Office 2010 skills and experience, especially Microsoft Excel, Word and Outlook.
- Ability to become proficient in Incode, RecTrac and payroll/timekeeping/HR software.
- Knowledge of principles and practices of Human Resources as they relate to payroll.
- Seasoned professional, committed to confidentiality in dealing with sensitive information.
- A positive attitude and willingness to provide exceptional support.
- Proficiency with data entry and word processing.
- Strong math skills, which include basic arithmetic (addition/subtraction, multiplication/division), to perform computations such as fractions and percentages while using logic to problem solve.
- Ability to handle several tasks simultaneously and prioritize these tasks in an effective manner.
- Exceptional interpersonal skills.

- First aid, CPR, AED certified (can be completed after hire).

## **Duties and Responsibilities:**

### **Essential Functions**

- Process bi-weekly payroll, including tax payments, direct deposit processing, related journal entries and all other payroll-related duties.
- Monitor and maintain payroll and timekeeping system for recording employee hours and subsequent interface with payroll.
- Prepare/review all monthly and quarterly reporting for IMRF pension plan, Illinois' unemployment reporting, federal and state 941 returns, and other required reporting.
- Maintain all payroll records including timesheets and time off requests.
- Collect, review for accuracy and completeness and record all new employees, terminated employees, annual increases, and other employee status change paperwork.
- Review payroll and Park District policies for compliance with Department of Labor and other agency requirements. Suggest and prepare revisions as needed.
- Maintain personnel and medical files.
- Complete Workers' Compensation audit.
- Serve as back-up with daily General Ledger (G/L) Interface from RecTrac to Incode, when needed.
- Learn process of RecTrac Installment Billing and provide support to Front Office Supervisor and Recreation Staff in troubleshooting RecTrac issues.
- Prepare reports as requested by the Director of Finance and Director of Administration.
- Prepare and reconcile annual W-2 forms, 1099 forms and Affordable Care Act annual returns.
- Prepare and input all monthly journal entries.
- Review general ledger accounts and reconcile as needed.
- Reconcile bank accounts monthly.
- Prepare files, upload, and monitor positive pay and other fraud mitigation processes.
- Prepare year-end audit schedules and assist in preparation of the annual audit reports and review process.
- Assist Director of Finance with budget process and subsequent review of accounts as needed.
- Process accounts payable and purchase card (p-card) processing.
- Serve as back-up to front counter staff during lunch periods or other times when other personnel are not available.
- Assist with internal control procedures as needed.
- Maintain a working knowledge of all general and departmental-specific safety rules. Actively support the safety program and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.
- Provide general assistance as needed.

### **Marginal Functions:**

- Attend educational workshops/seminars when necessary.
- Assist in other areas as assigned by the Director of Finance and Director of Administration.
- Other duties as assigned.

**Work Hours and Compensation:** The position of Accountant is full time and is paid every two weeks at an agreed salary. This fulltime position is classified as exempt status and IMRF eligible and will work a minimum of 40 hours per week. However, as a professional employee, it shall be assumed that hours beyond the minimum, including evenings and weekends, may be necessary at times. Full-time hours will be as agreed to with the Director of Finance with scheduling dependent on job requirement deadlines. The starting salary for this position is \$55,000 annually. See a list of benefits here (<https://www.bloomingtonparks.org/about-bpd/job-opportunities>).

**Environmental Considerations:** Performs most activities indoors. Indoor environmental conditions will include lighting and temperature.

**Cognitive Considerations:**

- Must be able to follow directions and perform work activities as assigned by the Director of Finance.
- Must be able to communicate effectively and be organized in thought processes and physical tasks.
- Must be able to work closely with co-workers and other employees and visitors in the office.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to deal with problems that arise in a calm and reasonable manner.
- Must be able to present ideas and recommendations in a clear and concise manner.
- Use good judgment and possess and use effective problem-solving skills.

**Psychological Considerations:**

- Must have the ability to handle stressful situations and deal with all situations in a professional and courteous manner.
- Must be able to maintain strict confidentiality with regard to sensitive information.
- Must have the ability to meet deadlines.
- Must be organized and capable of handling multiple tasks daily.

**Physiological Considerations:**

- Must be able to sit at a computer keyboard at a desk for long periods of time.
- While performing the duties of this job you are required to stand, walk, and sit.
- The ability to lift or move up to 20 lbs. as you will be maintaining boxed records as needed.

JV jts 5/2025