



Accounting Specialist

West Chicago Park District

Contact Name: Gergana Minchev

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Contact Phone: 630-231-9474

Closing Date:

Salary: \$23.00 - \$25.00/hourly DOQ

Description:

Summary

Are you friendly, positive personality who loves to work with numbers and a collaborative team and community? If your answer is yes, the West Chicago Park District is looking for you to join our team. The Accounting Specialist is a non-exempt full-time 37.5 hours per week position reporting to the Superintendent of Finance. This position is responsible for various accounting and fiscal-related tasks contributing to the West Chicago Park District smooth financial operations.

Qualifications

The ideal candidate should have graduated from a college with an Associate Degree in Accounting, Business, Finance or related field. Bachelor's Degree preferred, at least three years of prior experience in governmental accounting or in similar role, sound understanding of computer operations; must have a valid Illinois driver's license. Prior Park District and /or payroll processing experience with Paylocity helpful.

Summary of Duties

The Accounting Specialist will perform various accounting and finance-related duties to include revenue uploads, Accounts Payable, General Ledger entries, bank runs, provides backup to the payroll functions, reporting, assist with annual audit, assist with staff and vendor inquiries.

To apply please print a job application from our website <https://www.we-goparks.org/employment> and forward it along with resume and cover letter to: gminchev@we-goparks.org. Please, include Accounting Specialist on the subject line.

We offer a generous benefits package including vacation, sick, and personal days, as well as health, dental, vision and prescription benefits, life insurance coverage, deferred compensation, and participation in the Illinois Municipal Retirement Fund (IMRF).

West Chicago Park District is an Equal Opportunity Employer