



## **Accounting Assistant I**

McHenry County Conservation District

**Contact Name:** Jenny Heider

**Contact E-mail:** [jheider@mccdDistrict.org](mailto:jheider@mccdDistrict.org)

**Contact Phone:** 815-451-8244

**Closing Date:**

**Salary:** \$23.91-29.89 per hour (DOQ)

### **Description:**

#### **JOB OVERVIEW:**

Imagine yourself as part of our Accounting Department, supporting the world of conservation in the parks and recreation field! We're seeking a detail-oriented professional with experience in accounts payable, payroll processing, cash receipts, and general bookkeeping to join our team. This is a great opportunity to apply your accounting skills in a dynamic and rewarding environment where your work helps keep our parks and programs running smoothly.

What are we looking for? Someone with high school diploma/GED and a minimum of three (3) years of related experience or alternatively post-high school course work in bookkeeping or accounting with one (1) year of experience; however, equivalent combination of education, training, and experience is also considered. Prior experience using ADP or other payroll processing software is preferred.

**BENEFITS:** As a full-time position, this position is provided with generous benefits including, but not limited to, insurance (medical, dental, vision, and life), holiday pay, paid time off, and IMRF pension.

**CLOSING DATE:** Until Filled

**APPLICATION:** Applicant can locate a full job description and online application at <https://mccdDistrict.applicantpro.com/jobs/>. For questions, call 815-451-8244.