



Accounting Assistant

Park District of Oak Park

Contact Name: Desiree Hines

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Contact Phone: 708-725-2161

Closing Date:

Salary: 23.15-25.00

Description:

To apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=621747&clientkey=41D8300184906117978771C10E755DC6>

Overview:

The Accounting Assistant is a Full-Time Position. We offer competitive compensation. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time and personal days.

Job Purpose:

The Accounting Assistant position reports to the Finance Manager and processes and pays all invoices and expenses incurred by the Park District.

Essential Functions:

- Sorts statements and invoices and provides to appropriate individual.
- Separates and files disbursements.
- Prepares vouchers, check requisitions and purchase orders for payment.
- Routes all payments for approval.
- Processes monthly utility and contractual services payments.
- Sets up new vendors and processes data entry for payment.
- Processes procurement card payments.
- Processes and files refund payments.
- Prepares accounts payable monthly reports.
- Keeps all check registers balanced.
- Orders and issues annual 1099's.
- Prepares daily cash deposits.
- Researches requests for non-payments.
- Prepares invoices to send to vendors.
- Monitors incoming packages.
- Greets and assist patrons visiting the administration building.
- Serves as the point of contact for the district's Verizon account - ordering and cancelling phone lines.

Additional Functions:

- Opens/ Distributes mail.
- Operates postage machine when necessary.
- Orders office supplies.
- Assists with additional task as needed.

The Park District of Oak Park is an equal opportunity employer!