



Finance & Administrative Coordinator (Part-Time/Permanent On-Site)

Butterfield Park District

Contact Name: Jack Savage

Contact E-mail: jsavage@butterfieldpd.com

Contact Phone: 630-858-2229

Closing Date:

Salary: \$25-\$30 per hour, commensurate with experience

Description:

Position Summary

The Butterfield Park District is seeking a detail oriented and dependable bookkeeper to support the District's financial operations and administrative functions. This position plays a critical role in maintaining financial accuracy, transparency, and compliance within a public sector environment.

Key Responsibilities

- * Maintain accurate financial records in accordance with generally accepted accounting principles (GAAP) and internal controls.
- * Process accounts payable and receivable, including check deposits, cash handling, and credit card reconciliations.
- * Perform bank account and fund account reconciliations.
- * Maintain detailed records related to budgets, appropriations, tax levys and audits.
- * Track and assist with reporting on unrestricted and restricted funds.
- * Maintain personnel files in compliance with confidentiality and record retention requirements.
- * Assist with preparation of budgets, audits, and financial reports.
- * Assist with Board Meeting minutes and related documentation.
- * Support park district registration and financial tracking systems.

Qualifications

- * Associates degree in accounting, finance, or a related field or a minimum of three (3) years of relevant bookkeeping experience, including accounts payable/receivable, payroll processing, fund accounting, and bank reconciliations.
- * Working knowledge of Generally Accepted Accounting Principles (GAAP).
- * Knowledge of, or interest in learning, the legal, regulatory, and financial frameworks governing public agencies. Familiarity with Governmental Accounting Standards Board (GASB) standards, government accounting, or park district experience is a plus.
- * Proficiency in accounting software (e.g., Quickbooks) and/or Microsoft Excel.
- * Strong attention to detail with a high level of accuracy in data entry and recordkeeping.
- * Ability to maintain confidentiality and adhere to established internal controls.

How to Apply

Please submit a letter of interest and resume to:

jsavage@butterfieldpd.com

Application Deadline: Open Until Filled

Anticipated Start Date: January 5, 2026

Butterfield Park District is an Equal Opportunity Employer

About Butterfield Park District

The Butterfield Park District serves approximately 14,000 residents across incorporated and unincorporated areas of Lombard, Glen Ellyn, and Downers Grove. Established in 1965 under the Illinois Park District Code, the District manages five parks totaling 35 acres and supports additional community recreation spaces through intergovernmental partnerships.

The District provides year round recreation, wellness, and leisure opportunities designed to enhance quality of life for residents of all ages.

District Assets and Amenities Include:

- *Glenbriar Community Park, the District's primary recreation and administrative facility
- * Neighborhood and mini parks with athletic courts, fields, playgrounds, walking paths, and gardens
- * Aquatics, youth and adult recreation, preschool programming, fitness opportunities, and special events

Butterfield Park District has a strong record of growth, collaboration, and stewardship, securing more than 2 million in grant funding in recent years to redevelop parks and expand access to high-quality recreational spaces. The District values professional excellence, community partnerships, and responsible management of public assets.

