



Accounting Coordinator (20 hours a week)

Deerfield Park District

Contact Name: Tracy McCoy

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Closing Date:

Salary: \$24.00 - \$30.00 per hour, based on qualifications and experience

Description:

Accounting Coordinator (20 hours a week)

Part-Time, Non-Exempt

Who we are?

The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The Park District has over 25 parks and facilities including the Deerfield Golf Club, Sachs Recreation Center, Patty Turner Center, Jewett Park Community Center, Mitchell Pool and Deerspring Pool. The Park District employs an average of 300 staff with over 500 seasonally. The district maintains a modern, well-designed environment and is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in 2021 and 2022. For additional information visit us at www.deerfieldparks.org.

What is the opportunity?

The Part-Time Accounting Coordinator supports the District's financial operations under the direction of the Finance Manager. This role assists with accounts payable, vendor management, purchasing card administration, financial reporting, and records management while working collaboratively with staff across departments. This position is designed for approximately 20 hours per week on a long-term basis.

Key responsibilities include:

- Process accounts payable, invoices, and purchase orders
- Set up and maintain vendor records and documentation
- Administer the purchasing card (P-Card) program
- Prepare journal entries and financial reports
- Assist with tax filings, compliance reporting, and audits
- Maintain organized financial records and files
- Perform other related duties as assigned

Qualifications:

- High school diploma, preferably with coursework in business or accounting
- Minimum of three years of bookkeeping or accounting experience preferred
- Solid knowledge of accounts payable processes and general ledger systems
- Proficiency in Microsoft Word and Excel

- Exceptional attention to detail and strong organizational skills
- Strong communication and interpersonal skills
- Self-starter with excellent follow-through on tasks

Scheduling, pay, and benefits:

- Hours: This long-term, on-site, part-time position averages approximately 20 hours per week, Monday through Friday, with shifts of at least 3 hours scheduled during core hours of 8:30 AM–5:00 PM, offering flexible scheduling in coordination with both the employee and manager, and remaining under 1,000 hours per year.
- Pay Range: \$24.00 - \$30.00 per hour, based on qualifications and experience.
- Benefits: Complimentary membership to the Sachs Recreation Center and pool pass.

Job Description will be provided during interview.

Apply at <https://www.deerfieldparks.org/279/Apply-For-a-Job>