



## **Finance Specialist**

### **Westmont Park District**

**Contact Name:** Rosy Fejzic

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**Contact Phone:** 630-969-8080

**Closing Date:**

**Salary:** \$24-26/hr DOQ

#### **Description:**

**Hours:** Generally 8:00a - Noon, M - F, 20 hours a week regular part-time.

**Office Location:** 55 E Richmond St. Westmont, IL 60559

The Westmont Park District located in Westmont, IL has an opportunity to join our finance team. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center and offers over 1,000 programs each year. Free fitness memberships and program & golf discounts included. This is an IMRF eligible position.

#### **POSITION SUMMARY:**

Under the direction of the Finance Manager the Finance Specialist performs a variety of technical and administrative duties related to computer-based accounting tasks, including accounts payable, payroll, and financial recordkeeping for the District. This position ensures the accurate and timely payment of vendors and employees, while maintaining compliance with District policies, accounting standards, and all applicable federal and state regulations. The primary responsibility of this position is to ensure that all individuals have a safe and enjoyable experience while visiting or utilizing Westmont Park District facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Processes and verifies vendor invoices, purchase orders, and expense reimbursements for accuracy, coding, and proper approvals.
2. Prepares and distributes weekly payments, including checks and electronic transfers.
3. Reconciles vendor statements and resolves discrepancies promptly.
4. Maintains vendor files and assists Finance Manager with annual 1099 reports.
5. Works closely with staff to ensure compliance with purchasing and payment policies.
6. Processes semi-monthly payroll for all full-time, part-time, and seasonal employees using the District's BS&A payroll software.
7. Reviews and verifies timecards, wage calculations, deductions, and benefit contributions.
8. Ensures accurate and timely submission of all payroll-related reports and tax filings.
9. Works with Human Resources Generalist to update employee payroll records, rate changes, and terminations.

10. Assists the Finance Manager with month-end reconciliations, journal entries, and financial reporting.
11. Assists and provides documentation for annual audits and assists with budget preparation.
12. Assists with Administrative Center operations as needed.
13. Follow and support the Personnel Policy Manual, Safety Manual, Financial Policy, District policies, and attend all trainings as required.
14. Supports other District, administrative and finance functions as assigned.

#### **REQUIRED KNOWLEDGE:**

1. Strong knowledge of office terminology, procedures and equipment.
2. Must possess excellent customer relations and business skills.
3. Thorough knowledge of computer systems, plus Microsoft Excel and Word programs.
4. Ability to follow complex oral and written directions; ability to get along well with others.
5. Understanding of and ability to use RecTrac, TimeClock Plus, and BS&A, the District's registration and finance software.
6. Basic math skills

#### **QUALIFICATIONS:**

1. Associate's degree in Accounting, Business Administration, or a related field required; Bachelor's degree preferred.
2. Minimum of three (3) years of experience in payroll and accounts payable, preferably in a governmental or public-sector environment.
3. Experience with BS&A Financial Software or similar municipal accounting software is strongly preferred.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- English must be spoken and read to perform most functions of this position.
- The noise level in the work environment is usually moderate, but may be high in some instances.
- In an 4-5-hour workday employee may engage in activities that may include, but are not limited to: standing, sitting, walking, driving, bending, twisting and lifting 25lbs.
- Performs job safely and in compliance with the Park District's policies and procedures, work rules and safety rules.
- Physical requirements include: good speaking, hearing and vision ability, good manual dexterity, ability to lift and carry up to 25 pounds occasionally.

*This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.*

## **How to apply:**

#### **INTERESTED AND QUALIFIED APPLICANTS MUST SUBMIT:**

- Resume

- Westmont Park District **online application**

**To: [jobs@westmontparks.org](mailto:jobs@westmontparks.org)**

*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.*