



Accounts Receivable Associate

Des Plaines Park District

Contact Name: Nicole Dale
Contact E-mail: nicole.dale@dpparks.org
Contact Phone: 847-391-5700
Closing Date:
Salary: \$47,100.00 - \$51,000.00

Description:

Due to an upcoming retirement, we have an open position within our business department. **Please head over to dpparks.org and click on the Jobs tab to apply!**

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Accounts Receivable Associate
Grade: 6
FLSA: Non-Exempt
Department: Business

SUPERVISORY RELATIONSHIPS

Reports to: Senior Accountant

BASIC FUNCTION

The Accounts Receivable Associate is responsible for daily accounting procedures, refunds and processing program registrations. Assist Senior Accountant and Director of Business with administrative tasks.

ESSENTIAL DUTIES

1. Provide support, for ALC front registration desk during lunch, peak registration/enrollment periods and staff absences.
2. Proof read new membership registration forms, make corrections when needed, and file paperwork
3. Back up for Scholarship annual set-up for DPPD, FOTP- load scholarships on recipient

households

4. Creates and updates AIM competition invoicing. Update customer accounts in Rectrac, coordinate installment billing.
5. Serves as back-up for accounting department; back-up responsibilities include knowledge of credit cards/merchant activity retrieval, transaction verification, related cash receipt journal entries and adjustments. Pick up paperwork and deposits from other facilities. Prepares deposits and deliver to bank.
6. Review accuracy of front desk staff's (across the district) daily cash journals, make correction.
7. Reconcile bank deposits to ACH and Deposit Registers.
8. Prepare daily Pullovers from Rectrac and Teeup to BS&A.
9. Monthly processing of installment billing— such as passes/memberships (fitness, aquatics, golf), swim school, Dance and AIM, preschool, camps and basketball. Update Installment billing stats.
10. Oversee collections of declined installment billing transactions.
11. Oversee monthly review of House Hold Trial balance report. Lead the collection of household debit balances and address credit balances.
12. Invoicing and collections for Theater rentals, Rand Park dog club, etc.
13. Process all refunds such as program, facility and membership
14. Assist with Spectrum entry and proofing within Rectrac.
15. Maintain files and records.
16. Prepare monthly statistical reports on rental and reservation activity. Respond to chargeback notices received from credit card gateway. Troubleshoot and identify credit card discrepancies and process corrections
17. Ability to enter and adjust details for activity codes, POS, tickets, fees, dates, descriptions, etc. Serves as back-up to Accounts Receivable Associate for cancellation of classes and processing of refunds.

OTHER DUTIES

1. Assists in training staff on registration system and Business office processes.
2. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
3. Perform additional duties as assigned.
4. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS

Education: Associates degree or certification program requiring at least two years college level courses with and emphasis in business/accounting.

Experience: Two years related experience. Intermediate computer skills.

Software: Moderate computer experience; Excel and Word processing experience required; Vermont Systems Rectrac, a plus.

Certifications: CPR and First Aid Certification, Classes available through Park District, Valid Illinois Driver's License

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account

- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

Des Plaines Park District is an Equal Opportunity Employer. Des Plaines Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. If you need any special accommodations, please contact Human Resources at the Park District at 847-391-5099 or email at lester.caramba@dpparks.org so that we may make the necessary arrangements for you.