



## **Accounts Payable Administrator**

Park District of Highland Park

**Contact Name:** Paulina Martinez

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**Closing Date:**

**Salary:** \$26.26 - \$30.00 Hourly

### **Description:**

The Accounts Payable (A/P) Administrator provides professional-level and administrative support with day-to-day Accounts Payable functions. Responsible for the preparation, administration, processing, review, control, approval and payment of accounts payable. Provides all accounting and administrative functions essential to completing special projects as assigned. The A/P Administrator is a collaborative member of the PDHP team. The position is considered confidential and strict adherence to the employee code of organizational values is required. All processes are managed in accordance with procedure and in accordance with federal and state regulations.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Essential Job Duties**

- Opens, sorts, reviews, and obtains payment approval(s) for invoices received. Where applicable, matches invoices with proper documentation. Reviews vendor statements and all applicable documentation. Prepares for batching and entering in the A/P system.
- Sorts and reviews for coding information and verifies appropriate approval for payment is obtained on all check requests received. Reviews and prepares for batching and entry into the A/P system.
- Bi-monthly assembly of invoices and check requests into batches in preparation for computer entry. Key batches in an accurate fashion and on a timely basis. Maintains a system for matching invoice totals to batch totals. Reviews all batch information prior to printing checks. Prints checks and prepares reports used by members of the Finance department.
- Provides accounting services essential to the preparation and processing, administration, control and funding of interim and emergency check requests.
- Ensures discounts are taken in an appropriate manner and assures payment cycle is maintained to consolidate to a positive cash flow.
- Provides accounting service essential to the preparation, processing, administration, control, and funding of refund checks.
- Creates bank drafts with accompanying check registers to record all ACH payments for IMRF, health insurance, 457s, Roth IRA'S, etc.

- Responsible for dispersing and replenishing the Park District's petty cash funds.
- Makes sure all applicable purchases are tax-exempt. Follows up with employees and vendors to ensure erroneously charged sales tax is refunded.
- Acts as chief administrator of the Purchase Card Program. Responsible for training new participants or training staff on updates. Monthly, review and close all transactions. Add and remove participants as needed. Maintain the accounting General Ledger in the PC program. Main contact for fraudulent transactions with bank and replacement of employee cards. Reconcile monthly statements with receipts. Allocate/Edit all Parks Department p-card transactions and reconcile their monthly statements with receipts. Prepare monthly CSV file from bank application and upload it into Accounting Software.
- Administers positive pay through the bank after checks are completed.
- Enters voided check information into the accounting system and stop payments to online banking system.
- Maintains a file system for all relevant accounts payable documentation. Purge files in accordance with the State of Illinois Records Disposal Certificate on a timely basis.
- Complies with internal controls or ensures implementation or changes to internal controls as may be suggested by management or the external auditors. Recommends initiation of additional controls, if necessary.
- Uses Business P-card to pay monthly utility bills such as: Comcast, AT&T.
- Acts as chief administrator for vendor purchasing agreements, such as Warehouse Direct, Staples, Sam's Club, Amazon, etc.
- Develops and maintains a working knowledge of computer system applications, including software that interfaces with the District's general ledger.
- Performs account analysis, traces errors and records adjustments to properly state account balances.
- Super user of Quadient postage machine and maintaining appropriate postage balance.
- In coordination with the Finance Department, communicates and coordinates accounting policies, practices and procedures with the District's managers.
- Reconciles report discrepancies and problems.
- Prepares Disbursement list/Treasurer's report for Board approval.
- Answers all management and vendor inquiries. Analyze vendor accounts.
- Prepares analysis of accounts as required.
- Works with the Planning Department to develop and enter Project Accounting Codes prior to year-end. Ensure codes are used correctly throughout the year.
- At year-end, develop and maintain a system for monitoring and input to attain correct year-end cut off for District payables and pre-pays.
- Throughout the year, update and maintain W-9 information including minority, women and veteran owned businesses. Issue 1099's at year-end.
- Assist with and provide appropriate documentation for the annual audit. Attend PDHP Board meetings and Finance Committee meetings as requested by the Director of Finance.
- At the request of the Director of Finance, participate in all RFP's.
- Super user of Bank of America Works system and Vendor application of INCODE.
- Performs other duties as assigned.

**Qualifications:** Bachelor's degree or equivalent from a four-year college or technical school with coursework in accounting, business administration, or related field required. At least two (2) years of accounting and accounts payable experience; or any equivalent combination of education, relevant experience and/or training.

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Excellent active listening skills.
- Ability to function well in a high-paced and at times stressful environment.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's accounting system and Purchase Card Program (BOA).

**Schedule:** Full-time, 40 hours per week Monday through Friday

**Wage Range:** \$26.26 - \$30.00 per hour

**Classification:** Full Time, Non-Exempt

**Benefits:** The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Ten (10) Paid Federal Holidays
- Paid Vacation
- Three (3) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

***The Park District of Highland Park is an equal opportunity employer.***

**Apply at:** Accounts Payable Administrator