



## **Staff Accountant**

### Hoffman Estates Park District

**Contact Name:** Brian Bechtold

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**Closing Date:**

**Salary:** \$55,000 - \$65,000

#### **Description:**

##### **Staff Accountant**

The Hoffman Estates Park District is excited to announce a newly created professional opportunity within our Finance Department. We are seeking a knowledgeable, qualified individual to serve as our Staff Accountant. This entry-level Staff Accountant position plays an important role in maintaining accurate financial records, supporting compliance with applicable regulations, and providing efficient and courteous service to fellow Park District employees, residents, and external partners.

We are looking for an energetic, organized professional with proven results and strong organizational skills to join our team of 75+ full-time staff and help drive our programs and services to reflect the standards of our award-winning District. HEParks stands unparalleled in the state of Illinois with both overall state and national accreditations, combined with national Gold Medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, and more than 80 parks. Among our amenities are two recreation centers, a two-sheet ice arena, the Seascape family aquatic center, an 18-hole golf course with a Toptracer facility, and a remarkable 100,000+ sq ft fitness center (The Club). We take pride in offering the very best in park district services and facilities.

**Scheduling and Pay:** This is a full-time, non-exempt position. The hiring range is \$55,000-\$65,000 annually, depending on qualifications and experience. The standard schedule is Monday-Friday.

#### **Essential Duties and Responsibilities:**

##### **Financial Reporting & General Accounting**

- Follow accounting controls and procedures to ensure financial data is properly accumulated and processed
- Prepare, record, and analyze general ledger entries and transactions
- Prepare general ledger accounts including journal entries, reconciliations, and chargebacks
- Assist with month-end close including reconciliations, analysis, and reporting

- Assist with annual audit preparation including schedules and documentation
- Support fixed asset system and record depreciation
- Assist with Capital Replacement and Improvement Plan preparation
- Assist with compilation of the annual budget
- Maintain familiarity with chart of accounts and support budget managers

### **Administrative & Compliance Functions**

- Apply for, renew, and maintain licenses and permits
- Prepare schedule of unclaimed property to the State for submission
- Monitor transactions for accuracy and report discrepancies to supervisor
- Complete assigned projects independently with discretion
- Other duties as directed

### **Billing & Accounts Receivable**

- Prepare and record accounts receivable and cash receipt activities
- Oversee house accounts and follow up on outstanding balances
- Process cash receipts and refunds
- Review and record bank deposits and report discrepancies
- Prepare monthly cash receipt reports
- Coordinate foundation deposits

### **Accounts Payable & Payroll**

- Serves as primary back-up for accounts payable and secondary backup for payroll; must be able to process independently on an as-needed basis
- Record tip transactions ensuring tips are properly allocated and reported for payroll purposes

### **Position Requirements: (Education & Experience)**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred
- Associate's degree with relevant accounting experience may be considered
- Up to 3 years of accounting or financial operations experience preferred
- Experience with accounts payable, billing, payroll, reconciliations, or general ledger functions is a plus
- Equivalent combination of education, training, and experience may be considered

### **Skills and Abilities**

- Proficient with Microsoft Office with experience using enterprise financial or accounting software systems
- A valid Illinois driver's license is required
- Must be able to read, write and clearly communicate in English
- CPR/AED certification or be able to earn within 60 days

### **Knowledge**

- Basic understanding of generally accepted accounting principles (GAAP) and fundamental accounting practices
- Familiarity with general ledger concepts, including journal entries and account reconciliations
- Basic knowledge of accounts payable and accounts receivable processes
- Exposure to financial recordkeeping and documentation practices
- Familiarity with Microsoft Excel and other Microsoft Office applications
- Understanding of basic cash handling and revenue collection procedures
- Awareness of internal controls and the importance of financial accuracy and compliance
- Ability to maintain confidentiality when handling financial and personnel information

- Willingness to learn governmental accounting practices and applicable reporting standards (e.g., GASB)

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Ability to travel to/ from various locations in the district as needed
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

- Most activities will be performed indoors
- Driving to other park facilities will require the worker to be outside
- Employee may be exposed to cleaning agents and toner chemicals

**Benefits:** In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

The Hoffman Estates Park District is a proactive equal-opportunity employer.

**Application Process: (Until filled):**

Please apply online at:

<https://www.paycomonline.net/v4/ats/web.php/portal/7E000DE8BA68EE33EB416631EB43F8E8/jobs/285737>