



Accounts Payable Manager

Park District of Highland Park

Contact Name: Paulina Martinez

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Closing Date:

Salary: \$72,675 - \$83,576

Description:

Join our team as an Accounts Payable Manager and play a key role in supporting the district's financial operations through accurate, efficient, and service-oriented accounts payable management. This position leads all accounts payable functions, oversees daily processing activities, and provides guidance and support to a team of Accounts Payable Administrators. The ideal candidate is a collaborative and detail-oriented professional who enjoys improving processes, mentoring staff, and ensuring high standards of accuracy and accountability. This role offers the opportunity to make a meaningful impact by strengthening financial operations, building strong internal relationships, and helping create an efficient and customer-focused payment process across the organization.

Essential Job Duties

- Oversee and manage all accounts payable functions to ensure accurate, timely, and compliant processing of invoices, payments, reimbursements, and vendor transactions. Monitor workflow and department operations to maintain strong internal controls and effective financial practices.
- Lead and manage the accounts payable team within the shared services department, providing guidance, support, and mentorship to team members.
- Assign, prioritize, and review work completed by accounts payable staff to ensure efficiency, accuracy, and adherence to established procedures and deadlines.
- Review and approve invoices, payment requests, check runs, electronic payments, and supporting documentation for accuracy and proper authorization.
- Oversee the management of vendor relationships, in coordination with the Director of Finance, including invoice approval workflows, resolution of payment discrepancies and disputes and communication with vendors.
- Ensure all vendor payments are processed in accordance with District policies, contractual obligations, and applicable accounting standards; maintain vendor records, including W-9 documentation, tax reporting information, and payment terms.
- Develop, recommend, and implement process improvements to increase efficiency, accuracy, and customer service within accounts payable operations.
- Reconcile accounts payable records and assist with monthly, quarterly, and year-end closing activities.

- Complete bi-weekly payroll data file transfers between payroll and accounting software and prepare journal entry; reconcile errors.
- Prepare reports, account analyses, and documentation related to accounts payable activity and outstanding liabilities.
- Administers the district's Purchase Card Program according to established policies; monitors and reconciles monthly transactions; provides training and procedural guides for purchases; administers the purchase card system.
- Manages the Park District's petty cash funds.
- Assist with annual audits by providing requested records, reconciliations, and supporting financial documentation.
- Maintain confidentiality of financial records, employee information, and sensitive organizational data.
- Ensure postage machine always has adequate postage.
- Prepare and file annual Treasurer's Report with Lake County in conjunction with Human Resources.
- Process and approve bank drafts.
- Performs other duties as assigned.

Education and Experience

Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred; an Associate's degree is required at minimum. Minimum of four (4) years of responsible account payable or accounting experience and progressive responsibility with staff supervision. A thorough knowledge of accounts payable principles, practices, and procedures required. A strong understanding of accounting systems, financial controls, and general ledger processes is required. Understanding of governmental accounting principles is desired but not required.

- Strong analytical, problem-solving, and organizational skills.
- Excellent attention to detail and accuracy.
- Ability to maintain confidential and sensitive information.
- Effective interpersonal and customer service skills.
- Strong written and verbal communication skills.
- 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).
- Experience with financial management or ERP software systems

Classification: Full time, Exempt

Wage Range:

Salary Range: \$72,675 - \$101,746

Hiring Range: \$72,675 - \$83,576

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.

- Prolonged periods of sitting at a desk and working on a computer.
- Operates a variety of office equipment, including computer hardware, telephone, calculator, and

photocopier, postage machine; required to grasp objects.

- Regularly speak to others one-on-one in-person or over the phone.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Must be able to lift up to 15 pounds regularly and occasionally lift and/or more up to 25 pounds.

Working Conditions: The physical environment requires the employee to work primarily in an indoor office setting and sit for prolonged periods of time. Employee may occasionally work outside for short periods of time in heat/cold, wet/humid, and dry conditions. May be requested to work occasional evenings and weekends during audit/budget and special events.

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 Manager