



## Accounting Specialist

### Wilmette Park District

**Contact Name:** Carol Heafey  
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**Closing Date:**  
**Salary:** \$59,427 - \$80,228

#### **Description:**

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

#### **Benefit Summary link:**

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

**JOB SUMMARY:** The Accounting Specialist is responsible for processing payments made on behalf of the Park District. This position combines Accounts Payable and Purchasing Card (PCard) processing activities. It is also responsible for posting revenue transactions to the general ledger and month-end closing activities, including generating Board reporting and performing balance sheet reconciliations and substantiation.

#### **SUPERVISORY DUTIES:**

None

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

- Process accounts payable check runs, timely, for the Park District including but not limited to payments for employees (non-payroll), vendors and patrons.
- Process all non-payroll check requests, including but not limited to payments to vendors and refunds to patrons.
- Advise facility staff on correct disbursement procedures including setting up new vendors, filling out purchase orders and the timing of check processing.
- Respond to questions from vendors and staff.
- Maintain accounts payable and refund files in compliance with records retention policies.
- Update Vendor Book as needed.
- Prepare the Voucher List for Park Board meetings.
- Responsible for daily recording of Park District revenue into Incode from Rectrac., including

maintaining a spreadsheet to assist in the periodic reconciliation of the bank statement(s).

- Assist in performing spot inventory counts semi-annually.
- Ensure that all vendors are set up correctly in the payment system to ensure that year-end information (1099) reporting is correct.
- Make recommendations for improved efficiencies and controls within the Finance Department.
- Discuss discrepancies with current departmental policies or procedures as a team with the Finance Department prior to making any changes.
- Maintain department confidentiality.
- Manage the PCard process for the Park District to include administration of the PCard systems, processing limit changes and ensuring that PCard holders submit their monthly summaries timely and accurately.
- Assist team members with projects or tasks as needed.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Perform other duties as assigned.

### **SAFETY RESPONSIBILITIES:**

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, or Human Resources/Risk Management division.
- Attend and participate in required safety training.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree required or equivalent job-related courses and certifications.
- Two years of previous accounts payable and payroll experience in a similar environment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong organization management, attention to detail and problem solving, along with excellent communication skills.
- Strong knowledge of Excel and accounting software.
- Communicate in proper written form and be proficient in communicating verbally in group and individual situations.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, patrons, vendors and the public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**TECHNOLOGY SKILLS:**

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training and Avoiding Exposure to Bloodborne Pathogens annually and Mandated Reporter every three years.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment 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.

- While performing the duties of this job, the employee may be required to stoop, kneel, or crouch.
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms.
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects.
- The employee may occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- The noise level in the work environment is usually moderate.

**WORK SCHEDULE:**

- Normal working hours are Monday through Friday, 9 am to 5 pm. Extra hours may be required at various times.
- General hours of duty will be approved by the Accounting Manager and Superintendent of Finance.

**HIRING RANGE:** \$59,427 - \$71,000

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<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/379511>