



Accounting Supervisor

Skokie Park District

Contact Name: Keli Stonitsch

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Closing Date:

Salary: \$65,000 (+/-DOQ)

Description:

The Accounting Supervisor shall perform key accounting functions, including reconciliations of monthly health benefits and department journal entries, and provide financial reporting. The role is responsible for supervising the Accounts Payable and Receivable functions and operations; fixed asset management; and the district procurement card process. This position supports the annual audit, ensures the accuracy, timeliness, and continuity of financial information, and maintains strong internal and external customer service relationships.

The pay range for this position is \$59,101 - \$88,652. The anticipated hiring salary is \$65,000, +/- DOQ.

Essential Duties

- Review facility and/or enter RecTrac batches and approve cash receipts in preparation for posting in the financial software.
- Supervise invoice processing, approval, and payment in collaboration with the Accounts Payable Clerk.
- Ensure timely payments of vendor invoices, independent contractor invoices, and employee reimbursements.
- Manage and approve accounts payable payment batches with correct approval paths and budget code numbers.
- Monitor district credit accounts and statement requests.
- Manage the District's fixed assets.
- Oversee Accounts Receivable transactions.
- Research and process all district chargebacks.
- Reconcile the monthly district credit card statements and prepare for payment.
- Perform and maintain internal controls to safeguard the district and prevent fraud.
- Assist with the annual audit, providing financial reports and support.
- Performs other duties as assigned.

Additional duties:

Perform other duties as assigned. Review processes to ensure that areas of responsibility are efficient. Must have excellent customer service skills, oral and written communication skills. Shall incorporate the district's core values of commitment, service, integrity, openness, innovation, inclusiveness and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the district's safety manual and overall risk management program. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual, and overall risk management program.

Qualifications

Education: Bachelor's Degree in Accounting or related field.

Experience: Two to four years accounting experience in governmental accounting is preferred. Must possess strong verbal and written communication skills along with strong financial and computer skills. Prior experience with ERP or other accounting software preferred. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required.

Certifications: C.P.A. (Certified Professional Accountant) is preferred. Must be able to obtain and keep current CPR and AED certifications. Valid Illinois Driver's License required.

The Skokie Park District is an Equal Opportunity Employer. [Click here to apply on the Skokie Park District website: Job Opportunities](#)