



Accountant

Northbrook Park District

Contact Name: Ellen Drahos

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Closing Date:

Salary: \$60,000 - \$73,000 DOQ

Description:

JOB STATUS: Full Time

DIVISION: Finance

FSLA STATUS: Non-Exempt

JOB LOCATION: Joe Doud Administration Building - Northbrook, IL

Compensation & Hours:

\$60,000 - \$73,000 (DOQ)

This is a full-time, *non-exempt* position, Monday – Friday standard business hours

Benefits

All employees are eligible for the Recreation Benefits usage, which includes discounted and/or complimentary services.

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- PTO
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Employee Recreation Benefits

Join the Northbrook Park District and make a difference in our community! We are seeking a detail-oriented and motivated professional to join our team as an Accountant. This position is responsible for the review and oversight of accounts payable and payroll processing tasks, as well as related administrative support functions, using financial accounting software and a human resources information system. The ideal candidate will bring strong organizational skills, attention to

detail, and a commitment to accuracy and excellent service.

Essential Job Duties

- Manage bi-weekly payroll; maintain and complete pay-related administrative tasks to include PAF review, payroll review and reconciliation, payroll distribution, review tax filing and reporting (941, W2, 1099), wage garnishment processing and special pay processing; coordinate with the Human Resources Department (HR) on pay and deduction data entry as related to payroll.
- Oversee maintenance and system functionality of the time and attendance software to ensure accuracy of processing based on internal policies, Collective Bargaining Agreement, and all applicable wage and hour laws.
- Perform periodic audits of payroll system data to ensure pay rules operate as intended.
- Serve as the main point of contact for employee inquiries regarding payroll; provide support to employees and provide training for employees on payroll software and payroll procedures.
- Audit payroll data, make corrections to GL as needed and process data transfers between the financial accounting system and time and attendance system.
- Create and update journal entries each pay period to post required transactions to the general ledger.
- Manage and serve as the main Accounts Payable contact for vendors and employees; maintain vendor records, including W-9 forms; assist with inquiries and questions on purchasing procedures.
- Review and approve check requests, invoices and vendor payments
- Review data entry on daily cash sheets for registration software and ticketing software systems and audit monthly against supporting systems for accuracy.
- Manage the administration of the District's purchase card (P-card) program, including maintaining access to P-cards and the expense reporting interface. Review and post P-card purchases to financial software.
- Oversee District house accounts to ensure appropriate staff access, including Ace and Home Depot. Manage access to the District Amazon account.
- Assist in wage and payroll reports, including, but not limited to, the monthly Illinois Municipal Retirement Fund (IMRF) wage report, the bi-weekly 457 plans (Mission Square) deductions, sales tax reports, and monthly and quarterly Bureau of Labor Statistics reports.
- Perform physical inventory review at Heritage Oaks Golf Club and Parks Division inventory.
- Import G-1 Golf Course daily data
- Generate invoices and reconcile accounts for Northbrook Historical Society and create invoices for Recreation Division staff as requested.
- Process applicable FOIA requests
- Manage inventory and ordering of all finance-related forms.
- Prepare and enter journal entries, including accruals, deferrals and reclassifications.
- Assist with policy and procedure updates, particularly related to accounting, payroll, purchasing and internal controls.
- Assist with capital project accounting, monitoring project budgets, tracking expenditures and preparing reports.
- Support the annual audit process, including performing auditor requests under the supervision of the Business Manager
- Maintain financial and payroll records, reports, and files in an accurate and confidential manner.
- Report any work-related or patron injuries or incidents to the supervisor; report unsafe conditions to the supervisor and correct if appropriate; complete incident/accident report forms as needed.
- Foster and maintain effective professional working relationships with the general public and co-workers.

- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

To view job description, click [HERE](#).

Qualifications

Bachelor's degree or equivalent with major coursework in Accounting, Business or related field; or supplemented by two (2) years' experience in accounting/bookkeeping and two (2) years' payroll processing experience; or equivalent combination of education and experience.

Skills & Abilities

- Operate all necessary office equipment
- Attention to detail
- Proficient with Microsoft Office (Outlook, Word, Excel
- Organizational skills and problem-solving
- Prepare and maintain confidential records and reports
- Work independently and efficiently

Knowledge

- Financial accounting software
- Payroll administration

Physical Requirements

The physical requirements described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and the ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

To apply, please complete a job application by clicking [HERE](#)

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer