



Senior Accountant (full-time, \$85,000-\$95,000/year)

Schaumburg Park District

Contact Name: Alison Mielitz

Contact E-mail: almielitz@parkfun.com

Contact Phone: 847-985-2115

Closing Date:

Salary: \$85,000-\$95,000/year

Description:

ABOUT US

The Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational programs, classes, and events as well as facilities, parks and open spaces!

JOB SUMMARY

Do you have a strong background in accounting and enjoy improving processes through data and collaboration? Then this opportunity might be for you! The Schaumburg Park District is seeking an experienced Senior Accountant to join the Park District finance team who will assist the Superintendent of Finance in overseeing all accounting operations. This position will lead the District's core accounting functions while also partnering with departments across the District to improve financial processes and advance data-driven decision-making throughout the organization. ***We're looking for someone who takes pride in owning their role, consistently delivers results, and is motivated to grow. This position offers clear opportunities for advancement for individuals who demonstrate initiative and strong performance.***

Position Accountabilities & Core Job Duties

Financial Close & Reporting

- Lead the District's monthly and annual financial close process, including preparation of journal entries, general ledger reconciliations, reports, and supporting schedules and analyses.
- Prepare accurate and timely monthly, quarterly, and annual financial statements.
- Analyze variances and trends; partner with budget owners to investigate and communicate insights to management.
- Prepare year-end accruals and adjust journal entries.

Audit, Compliance & Tax

- Play key leadership role in the annual audit process, including preparation and maintenance of audit schedules.
- Prepare audit-ready grant entries and supporting schedules.
- Lead the preparation and filing of monthly, quarterly, and annual federal, state, and local tax reports, ensuring full regulatory compliance.

Capital, Assets & General Ledger Management

- Complete monthly bank account reconciliations.
- Maintain the fixed asset system, including capital asset tracking, depreciation, and related journal entries.
- Assist in establishing and maintaining general ledger accounts and ensuring data integrity within the accounting system.

Budgeting, Forecasting & Strategic Support

- Assist with the annual budget process and ongoing financial forecasting.
- Partner with departments across the District to improve financial processes and operational efficiency.
- Support data-driven decision-making by enhancing financial reporting and analytics capabilities.

Systems, Process Improvement & Collaboration

- Support the implementation, testing, maintenance, and training of financial, payroll, and registration systems.
- Maintain working knowledge of automated financial and budgeting systems and emerging technologies.
- Collaborate closely with accounting support team to support efficient daily operations.

Additional Responsibilities

- Oversees annual records management activities, including document retention and shredding.
- Performs other duties as assigned or required.

Join us in our mission to ensure the financial health of the Schaumburg Park District while driving continuous improvement through data-driven insights and strong financial leadership!

LOCATION: This position is located at Schaumburg Park District's Jerry Handlon Administration Building (235 E. Beech Drive, Schaumburg, IL)

QUALIFICATIONS

- Bachelor's degree in accounting or related field.
- Three (3) to five (5) years of satisfactory proven accounting experience.
- Strong analytical skills and the ability to communicate complex financial information effectively.
- Knowledge of governmental fund accounting is highly desirable.
- Knowledge of automated financial, payroll and budgeting management systems.
- Experience with Microsoft Dynamics GP and CPA certification a plus.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. **Target hiring range is \$85,000 to \$95,000 per year DOQ** (depending on qualifications). Schedule is generally Monday – Friday from 8:30am – 5pm. Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family*! (*see definition*)**
- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare

- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs>

**** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. ****

Keywords: park, parks, recreation, administration, accounting, accountant, finance, financial, Certified Public Accountant, CPA, analytic, analytics, analytical skills, month-end closing, audit, general ledger, financial statements, data-driven decision making, tax filings, accuracy, precision, budget, budgeting, bookkeeping, compliance, reconciling, balance sheets, analysis, collaboration, financial reporting, collaboration, journal entry, Microsoft Office, Questica, ReQlogic, Microsoft Dynamics GP