



Business Accountant

Addison Park District

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Closing Date:

Salary: \$68,000 - \$72,000

Description:

Join the Addison Park District Team as our new Business Accountant!

Do you have a strong accounting background and take pride in producing accurate, well-supported financial information? Do you enjoy improving processes, resolving complex reconciliations, and helping others succeed?

We are seeking an experienced Business Accountant to lead the District's core accounting functions and support strong efficient financial operations.

Job Summary

Reporting to the Superintendent of HR & Business Services, the Business Accountant leads the monthly and annual financial close, maintains the integrity of the general ledger, prepares and reviews journal entries, completes account reconciliations, supports audit and regulatory reporting, and strengthens accounting procedures and internal controls.

Work Schedule: Monday - Friday, 40 hours per week; evenings and weekends as needed

Primary Duties

Financial Close and Reporting

- Lead the District's monthly and annual financial close processes.
- Prepare and review journal entries, reconciliations, reports, and supporting schedules.
- Maintain general ledger integrity and resolve discrepancies, unusual balances, and posting errors.
- Prepare financial reports and account analyses for management review.

Audit, Compliance, and Regulatory Reporting

- Play a key role in the annual external audit and maintain audit-ready schedules and documentation.

- Oversee payroll accounting, IMRF reporting and reconciliation, sales tax reporting, and other required filings.
- Help ensure compliance with District procedures, governmental accounting practices, and internal controls.

Banking, Revenue, and General Ledger Management

- Complete monthly bank, investment, balance sheet, payroll, liability, revenue, and other account reconciliations.
- Reconcile RecTrac activity, CardConnect settlements, deposits, refunds, and merchant fees.
- Prepare cash, payroll, accrual, reclassification, and adjusting journal entries.

Accounting Operations

- Oversee all processing of accounts payable, payroll, invoices, vendor payments, utilities, and routine transactions.
- Provide daily direction, priorities, training, work review, coaching, and supervisory support.
- Ensure backup procedures and cross-training are maintained for critical accounting functions.

Systems, Process Improvement, and Collaboration

- Develop and maintain accounting procedures, checklists, reconciliation schedules, and recurring workflows.
- Identify opportunities to strengthen internal controls and improve accounting efficiency.
- Partner with departments to research discrepancies and improve financial documentation.
- Maintain working knowledge of financial, payroll, registration, merchant-processing, and expense-management systems.

Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
- Three to five years of progressively responsible accounting experience.
- Strong experience with month-end close, general ledger accounting, journal entries, account reconciliations, and bank reconciliations.
- Experience with payroll accounting, audit preparation, and financial reporting.
- Proficiency in Microsoft Excel.
- Strong analytical, organizational, communication, and problem-solving skills.
- Ability to supervise, train, review, and support an accounting team member.

Preferred Qualifications

- Governmental, park district, municipal, special district, or other public-sector accounting experience.
- Knowledge of governmental fund accounting.
- Prior lead or supervisory accounting experience.
- Experience with Tyler Incode ERP 10 or similar governmental accounting software.
- Experience with BS&A Financial Management, preferred but not required.
- Experience with Paycom or a similar payroll system, preferred but not required.
- Experience with RecTrac, CardConnect, IMRF reporting, or PDRMA programs.

BENEFITS:

As a FT Addison Park District employee, eligible employees receive a comprehensive benefits package including:

- 12 days of paid vacation time annually
- 12 days of paid sick time annually which carryover year to year.
- 3 paid personal days per year.
- 9 paid holidays per year and 4 paid floating holidays
- Pension plan through IMRF.
- Federal Public Service Loan Forgiveness Program eligibility.
- Recreation Programming Benefits

Full Job Description and Direct Application Found [HERE](#): Business Accountant - Addison Park District Jobs

Addison Park District is an Equal Opportunity Employer