



Accounting Specialist

Bartlett Park District

Contact Name: Catalina Rodelo

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Contact Phone: 630-540-4811

Closing Date:

Salary: \$20.00 - \$22.00/hour, DOQ

Description:

ABOUT US

Bartlett Park District is a unit of local government that provides exceptional parks, programs and facilities for our community. The District maintains 611 acres of land within 44 parks. The District owns and operates Bartlett Community Center, which contains amenities including **LIFECENTER** Health & Fitness Club, The Oak Room, Splash Central Indoor Aquatic Center, and preschool. Other District facilities include Barracuda Bay Water Park, Apple Orchard Golf Course (9-hole), Bartlett Nature Center, and Donald H. Schrade Gymnasium. Bartlett Park District also owns and operates historic Villa Olivia, which offers an 18-hole golf course, event venue, and winter sports operation. Bartlett Park District is an Illinois Distinguished Accredited Agency and two-time National Gold Medal finalist that inspires our community to discover the extraordinary, dream what is possible, and create memorable experiences.

JOB SUMMARY

The Accounting Specialist is responsible for balancing and recording daily deposits for all revenue facilities and recreation programs. This position prepares, replenishes, and maintains cash bags and petty cash. This position will be responsible for training part-time/seasonal cashiers across the District, and periodically performing audits of cashiers and cash bags. The Accounting Specialist must gain knowledge of software used across the District at all revenue locations to balance and post daily credit card transaction activity. This position reports to the Accounting Manager and does not supervise any team members.

PRIMARY DUTIES

- Perform daily and monthly financial file uploads, journal entries, and accounts receivable invoicing
- Post daily ACH transactions
- Post receipts of property tax distributions
- Post and reconcile monthly miscellaneous cash deposits
- Conduct monthly physical inventory counts at revenue facilities
- Transport cash deposits and checks to the Park District's financial institution
- Track and post District gift card balances

- Troubleshoot credit card merchant chargebacks
- Perform year-to-date balancing as compared to general ledger as directed by the Accounting Manager
- Assist with the Park District's annual audit
- Crosstrain with the Accounts Payable Specialist
- Provide assistance to the Accounting Manager and Superintendent of Business Services, as needed

QUALIFICATIONS

- High school diploma and Associate's degree required, Bachelor's degree preferred
- Proficient in cash handling and Microsoft Office Suite
- Valid Illinois Driver's License and ability to provide own transportation

SCHEDULE & PAY

This is a Full-Time, FLSA Non-Exempt, at-will position. Hours are Monday-Friday, 8:00AM – 4:30 PM (40 hours per week). Anticipated hiring range is \$20-\$22 per hour, DOQ. Position range is \$16-\$27 per hour.

BENEFITS OFFERED

In exchange for your time and talent we offer a generous benefit package, including but not limited to:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457(b) Nationwide plan, and Section 125 Flexible Spending Account
- Nine paid holidays and accrual of vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

Interested applicants please apply via the Bartlett Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your resume and cover letter. Position will remain open until filled. Interested and qualified candidates are encouraged to apply immediately as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.**