Accounts Payable Accountant

Park District of Highland Park

Contact Name: Paulina Martinez
Contact E-mail: pmartinez@pdhp.org
Contact Phone: 847-579-3189
Closing Date:
Salary: $22.50-$30.00 per hour

Description:
The Accounts Payable Accountant provides all accounting functions essential to the preparation, administration, processing, review, control, approval and payment of accounts payable. Also provides all accounting functions essential to the preparation, administration, control and record keeping for Capital Assets. Completes special projects as assigned.

Essential Duties and Responsibilities:

- Organize, review, and obtain payment approval for invoices received; match invoices to proper documentation; review account statements and documentation; prepare for batching and entering invoices into the A/P system.
- Responsible for coding utility bills, view current amounts due, research any past due amounts and record vendor number on invoice and code accordingly.
- Process program refunds, establish new vendors when needed, code and enter into accounting system.
- Research returned items, resolve issues.
- Utilize the chart of accounts with accuracy and ease in facilitating voucher coding.
- File all paid invoices and any additional filing assigned.
- Print E-bills from A/P email, code, approve and pay with P-Card.
- Review P-Card statement print outs with receipts. Notate missing receipts on monthly list.
- Maintain employee P-Card records and forms.
- Work with Accounts Payable Manager to identify accruals at year end. Maintain and prepare prepayments for following year.
- Assist with preparing the Annual Treasurer's Report.
- Assist with ordering supplies for the Business Office.
- Reconcile report discrepancies and problems.
- Answer all management and vendor inquiries. Analyze vendor accounts.
- Coordinates with Finance staff to maintain capital asset records. Prepare information, required updates, the annual external audit and appraisals as needed.
- Prepare analysis of accounts as required.
- Assist with Annual Audit, prepare documents as requested.
- Attend Park Board meetings as requested by the Director of Finance.

- Perform special projects and duties as assigned for sound business and financial management of the district.
- Assist with accounts receivable, as necessary, to help cover vacations and instances of increased AR workload.
- Perform other related duties as assigned.

Education/Experience: High School graduate or equivalent; minimum two (2) years' experience in accounts payable/accounting or any equivalent combination of education, experience and training which provide the required knowledge, skills and abilities.

- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Excellent active listening skills.
- Ability to function well in a high-paced and at times stressful environment.
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's accounting system and Purchase Card Program (BOA).

Schedule: up to approximately 25 hours a week

Classification: Part-Time, non-exempt

Wage Range: $22.50-$30.00 per hour

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Prolonged periods of sitting at a desk and working on a computer. Operates a variety of office equipment, including computer hardware, telephone, calculator, and photocopier, postage machine; required to grasp objects. Regularly speak to others one-on-one in-person or over the phone. Specific vision abilities required by this job include close vision and ability to adjust focus. Must be able to lift up to 15 pounds regularly and occasionally lift and/or more up to 25 pounds.

Working Conditions: The physical environment requires the employee to work primarily in an indoor office setting and sit for prolonged periods of time. Employee may occasionally work outside for short periods of time in heat/cold, wet/humid, and dry conditions. May be requested to work occasional evenings and weekends during audit/budget and special events.

Benefits:

- Health & Fitness Membership at a discounted rate.
- Outdoor Pool Membership and Seasonal Beach Access.
- Program and Facility Discounts on a variety of recreational activities including Golf and Raquet Sports.

The Park District of Highland Park is an equal opportunity employer.
Apply at: Accounts Payable Accountant