Bookkeeper

Wheeling Park District

Contact Name: Katie Knox
Contact E-mail: kknox@wheelingparkdistrict.com
Contact Phone: 847-465-7771
Closing Date:
Salary: $62,000 - $69,500

Description:

Job Title: Bookkeeper
Job Status: Full Time
Department: Administration
Primary Work Location: Chevy Chase Country Club
Reports To: Superintendent of Finance

Position Summary
The Bookkeeper is responsible for the Accounting and Finance functions and duties for Chevy Chase Country Club as assigned by the Superintendent of Finance.

Essential Job Duties

- Collects and posts invoices for Food and Beverage, Golf Ops, and Facility Maintenance.
- Collect purchases from department heads on a weekly basis and submit weekly expense reporting to the Superintendent of Country Club Operations. This is to include all invoicing, check requests, and purchase card payments.
- Submits expense and labor log each Monday to the Superintendent of Finance.
- Updates Chevy Chase Master Income Report when applicable.
- Sends out event invoices and enters payments in the system.
- Gather and reconcile daily cash register deposits from Golf and Food and Beverage. Arrange cash deposits to be picked up by armored truck services every Tuesday and Friday.
- Add charged tips to staff time card reports.
- Petty cash reconciliation weekly for Chevy Chase Country Club.
- Answers inquiries from employees and vendors.
- Files all appropriate paper work.
- Assists in preparation of reports and special reports as assigned.
- Attends all meetings when appropriate.

- Administrative responsibilities for the Superintendent of Finance as requested at Chevy Chase Country Club.
- Reconcile the banquet/outing aging report and submit invoices again if unpaid.
- Pay all Food and Beverage Purchase Card invoices and submit the monthly PCARD report to finance.
- Create all check requests for Food and Beverage invoices.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Participates in required training and safety programs as established by the Wheeling Park District.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Performs special projects or other duties as assigned.

Position Requirements

Knowledge, skill and mental development equivalent to the completion of a high school degree. Experience in a computerized environment including spreadsheets and graphics, word processing, and application software is essential, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Analytical skills are necessary.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- Must have CPR/AED certification or be able to earn within 60 days.

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.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May need to lift and/or move up to 15 pounds.

Working Conditions

- Most duties will be performed indoors, while regular events, assessments, and property tours will require the worker to be outside.
- Driving to other park facilities will require the worker to be outside.
- May be exposed to cleaning agents, fertilizers, and toner chemicals.
- Telecommuting eligible position.

Benefits

Full-time Benefits include Medical Insurance (Blue Cross Blue Shield HMO or PPO), Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), Deferred Compensation Plans, Flexible Spending Accounts (Section 125), Eight (8) Paid Federal Holidays, Paid Vacation,

Four (4) Floating Holidays, Twelve (12) Paid Sick Days, Tuition Reimbursement, Incentivized Wellness Plan, Health & Fitness Membership, Outdoor Pool Membership, Program and Facility Discounts