

Grayslake Park District
Job Description
Title: Accounting Assistant
FSLA Classification: Non-Exempt

Summary:

Responsible for the day-to-day operations of finance, specifically accounts payable, and payroll. Must have great problem solving, analytical, attention to detail, organizational, interpersonal, and written and verbal communication skills. Work is performed by applying basic accounting knowledge/terminology and using spreadsheets and automated accounting systems. This position reports to the Business Manager.

Work Location

Grayslake Recreation Center, 240 Commerce Dr Grayslake IL

Hours

Full time- 40 per week Monday-Friday 8:30am – 5:00pm

Essential Job Functions:

- Solid understanding of accounts payable and in-house payroll processing
- Processes payments, invoices, journal entries, employee reimbursements and statements
- Verifies items billed against items ordered and reconciles differences through follow up with vendors
- Enters, update, and/or retrieves accounting data from automated systems
- Posts financial data to appropriate accounts in an automated accounting system, according to instructions
- Reviews on-line transactions for changes and accuracy and corrects errors
- Retrieves system reports
- Assigns codes, i.e. general ledger account numbers to invoices and/or payroll entries.
- Disburses funds using ACH, checks or petty cash
- Files and helps maintain records for destruction
- Assembles data in order to prepare monthly reports for review
- Ensures payroll entry is correct and reviews for accuracy prior to submitting for approval
- Makes all appropriate payroll payments, including but not limited to, payroll withholdings and taxes, pension payments, garnishments and associated payroll expenses such as health insurance
- Files all applicable state & federal payroll payments on a timely basis
- To perform this job successfully, an individual should have a working knowledge of MS Office Word; advanced Excel spreadsheet functions; and ability to learn financial/ accounting software packages
- This position involves regular contact and interaction with both internal and external customers
- Follows Park District and departmental safety, personnel and administrative policies, procedures and ordinances

Non-Essential Functions:

- Supports the front office staff as it relates to public inquiries and program registrations.
- Perform other duties as assigned which may include serving on committees.

- May be cross-trained in knowledge, skills and abilities of other related positions

Education/Experience:

- High school or equivalent; some college coursework preferred
- Knowledge of keyboard and data entry
- Two year's customer service experience or prior office experience
- Related bookkeeping or accounting experience a plus
- Or, any equivalent combination of education, experience, and training

Knowledge, Skills and Abilities

- A basic understanding of accounting, accounts payable and payroll preferred. (Tyler/Incode ERP 10 and Rec Trac experience is a plus but not required)
- Knowledge of automated accounting systems
- Knowledge of spreadsheets and database software
- Knowledge of general record keeping and filing systems
- Knowledge of basic mathematics
- Ability to compare data from a variety of sources for accuracy and completeness
- Ability to detect and correct errors
- Ability to determine work priorities
- Know how to work well with others, and understand how to be a team player
- Ability to meet schedules and deadlines
- Ability to communicate effectively in written and oral forms
- Ability to operate standard office equipment

Necessary Special Requirements:

- First Aid/CPR/AED certification within six months of employment

Physical Requirements:

- Visual and hearing acuity to perform job-related functions.
- Ability to lift up to 10 pounds.
- Ability to talk, reach, grasp, kneel, stoop and bend.
- Ability to spend up to 90% of work time reading and/or sitting at computer terminal.

Working Conditions:

- Office environment with moderate noise level.

Salary & Benefits Offered:

Pay Range for this position is \$27.00 - \$32.00/per hour dependent on qualifications. The Park District provides an excellent benefits package, including medical, dental, vision, and life insurance. Participation in the Illinois Municipal Retirement Fund (IMRF) pension plan. Paid Time Off (sick, vacation, personal days and floating holidays), and more.

Application Deadline: Open until filled

To Apply: Send Employment Application and Resume by email to jvanzant@glpd.com

Grayslake Park District
240 Commerce Dr
Grayslake, IL 60030

More information at <https://www.glpd.com/employment/> Questions: call (847) 223-7529