



EMPLOYMENT OPPORTUNITY

Finance Specialist

Department: Finance

Classification: Non-Exempt Full-Time Hourly

Salary: \$23.00 - \$25.00/hourly DOQ

Location: West Chicago Park District - ARC Center

Start Date: Open Until Filled

Contact: Gergana Minchev (E: gminchev@we-goparks.org, Ph: 630-231-9474 x108)

General Description:

Are you a friendly, positive personality who loves to work with numbers and a collaborative team and community? If you answer yes, the West Chicago Park District is looking for you to join our team.

The Finance Specialist is a full-time 37.50 hours per week non-exempt position reporting to the Superintendent of Finance. This position is responsible for various accounting and fiscal-related tasks contributing to the West Chicago Park District smooth operation.

Education:

- An Associates degree in Accounting, Finance or related field.
- Bachelor's Degree preferred, or a closely related field from an accredited college or university, or an equivalent combination of education and work experience is required.
- Candidate must be CPR, AED, and First Aid certified within six (6) months of hire; district proves training.

Experience:

- Minimum of three (3) years of prior experience in governmental accounting and have a sound understanding of computer operations.

Required Certification and Skills:

- Excellent oral and written communication skills, and the ability to read, write, and speak in English. Bilingual preferred.
- Proficient in Microsoft Office components including Word, Excel, and Outlook.
- Preference given to candidates with a valid IL Driver's License along with their own source of reliable transportation.

Essential Duties & Responsibilities:

- Responsible for the general ledger function, to include posting of the daily general accounting entries, review of all bank deposits and posting of all recreation programming, fitness, and aquatics revenue.
- Responsible for bank deposit runs.
- Assists and serves as a back up to Human Resources Manager for the bi-weekly payroll function, to include payroll data entry, reviewing timecards, preparation of checks, fund distribution, payroll disbursements, and various journal entries.
- Assist all district departments with completion, processing, and filing of new hires paperwork.
- Assist with processing background checks for employees and volunteers.

- Responsible for the accounts payable function, to include verification of bill coding, invoice data entry, preparation of checks, fund distribution and safekeeping of unused checks. Responsible for filing invoice paperwork and maintaining vendor files.
- Responsible for uploading positive pay files to the bank for each Accounts Payable run.
- Codes all utility invoices, and other miscellaneous invoices as deemed necessary.
- Responsible for daily revenue import and entering all deposits into financial software.
- Take part in resolving customer disputes to include keeping customer accounts current.
- Monitors bank account for ACH revenue and posts accordingly. (Silver Sneakers, WDSRA, replacement taxes and other).
- Monitors the receipt of current and non-current property taxes and posts the same to the General Ledger.
- Responsible for monitoring outstanding checks and filing unclaimed property reports with the state on an annual basis.
- Prepares monthly expenditure reports for Board of Commissioners meeting.
- Prepares credit applications as needed.
- Responsible for the issuance and maintenance of park district staff credit cards, and acts as a contact with issuing bank.
- Performs annual review of credit card information; update file in the drive as necessary.
- Main contact person for park district vendors; obtains W-9 form and updates vendor information in Financial Edge as needed.
- Make copies of all fixed asset invoices for Superintendent of Finance's review.
- Assist Superintendent of Finance with maintaining the Fixed Assets accounting records.
- Responsible for the filing and organizing of all Finance department back-up documents for general ledger, accounts payable, vendor W-9 files.
- Assist Superintendent of Finance with 1099 NEC year end filing.
- Responsible for annual review of disposal needs of the Finance Department and agency records, including preparing all documentation required by the Illinois Local Records Act. Works with the Human Resources Manager in preparing Records Disposal Certificate and filing with the state on an annual basis.
- Assists Superintendent of Finance with preparing annual audit workpapers.
- Prepares annual accounts payable reconciliation.
- Assists Human Resources Manager with new hire and payroll adjustments data entry and filing during peak times.
- Prepares financial statements and vendor list for annual Treasurer's Report.
- Maintains detailed file for any grant projects expenditures; copies all related invoices.
- Prepare invoices for payments and apply payments.
- Prepares monthly ARC annual passes deferred revenue entry into Financial Edge.
- Take part in collecting outstanding balances efforts.
- Performs all job tasks within the rules and guidelines of the District's Safety program.
- Completes special assignments as directed by the Superintendent of Finance.
- Participates in special projects as deemed necessary by the Superintendent of Finance.
- Attends seminars and educational meetings to enhance knowledge and job skills.
- Attends all full-time staff training as it relates to safety, first aid, etc.
- Participates in recreation special events as needed.

Psychological Considerations:

- Ability to exhibit independent decision-making skills in the office environment.
- Ability to work successfully in a stressful or time-constrained environment with high noise levels due to recreational programs or activities.
- Ability to effectively communicate Finance department needs to fellow staff members.

- Ability to handle several projects at once, often moving from one project to the next in the same day.
- Ability to maintain various files and databases in an organized and effective manner.
- Ability to maintain confidentiality when dealing with sensitive human resources or payroll information.
- Complete understanding of governmental fund accounting and reporting.
- Ability to produce timely and accurate payroll checks, vendor checks and financial reports.
- Ability to use basic computer operating systems and job-related software applications.
- Possession of excellent verbal and written communication skills.
- Ability to work independently.
- Ability to demonstrate good safety awareness and judgment.

Physical Considerations:

- Most activities are performed indoors in an office setting. Only considerations are constant use of computer and exposure to indoor lighting.
- Occasionally, it may be exposed to various weather conditions if working at an outdoor park district event.
- Ability to sit for several hours at a time.
- Ability to type on a computer for several hours at a time.
- Ability to perform light office tasks such as opening the safe, answering the phones and moving files from one office to the other.

We offer a generous benefits package including vacation, sick, and personal days, as well as health, dental, vision and prescription benefits, life insurance coverage, deferred compensation, and participation in the Illinois Municipal Retirement Fund (IMRF).

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

Applications: To apply please print a job application from our website: www.we-goparks.org or email gminchev@we-goparks.org or fax 630-231-2352 please include Cover Letter and Resume.

The West Chicago Park District is an Equal Opportunity Employer