

Accountant

Niles Park District

Contact Name: Scot Neukirch

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Closing Date:

Salary: \$50,000-\$60,000 Plus Excellent Benefit Package

Description:

Summary:

The Niles Park District is seeking a full time Accountant. The position is responsible for performing accounting duties and supporting the Finance Director with other accounting related duties. This is a full time position that offers an excellent benefit package.

Essential Duties and Responsibilities:

- Balance daily cash receipts and prepares deposits.
- Investigate discrepancies and problems with cash receipts for all departments.
- Prepare daily cash deposit summaries and schedules.
- Prepare monthly bank reconciliations.
- Create and post journal entries as required.
- Prepare, file and investigate sales tax remittance by the monthly deadline.
- Coordinate and distribute financial information to staff members as needed.
- Assist in the preparation of reports and schedules for the annual audit.
- Assist with district cash control procedures.
- Perform accounts payable and payroll duties in the absence of responsible staff member.
- Prepare monthly accounts receivable and monitor collections.
- Assists with the administration of the fixed asset system.
- Assist with various schedules during the Park's annual budget preparation process.
- Assist the Finance Director in other projects as assigned.

Qualifications:

Qualified candidates must have an Associates or Bachelor's degree in Accounting or related field. Must have three years relevant work experience, public sector experience preferred. The ideal candidates will have significant knowledge of accounting practices, accounting procedures, and working with various software programs. Candidates must be proficient in Microsoft Office, Excel.