



**TO: Accounting Assistant I Applicants**

**FR: Human Resources**

**CC: Laura Orcutt, Superintendent of Business Services**

**DT: February 4, 2026**

**RE: Call for Applications – Administration – “Accounting Assistant I”**

**ADMINISTRATION – ACCOUNTING ASSISTANT I:**

The Urbana Park District is conducting a search to fill the Accounting Assistant I position.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**General Position Description:**

The Accounting Assistant is a Full-Time, Non-Exempt position. This position may require flexibility in the hours worked to meet the needs of the Urbana Park District. This position may need to work extended, weekend and/or evening hours and occasionally travel out of town for trainings or meetings, sometimes overnight.

Typical hours are 8:00AM – 5:00PM, Monday through Friday.

The Accounting Assistant I provides support to the Superintendent of Business Services and Accounting Assistant II in accordance with the fiscal procedures of the park district as specified by Board Policy and in accordance with generally accepted accounting procedures. The Accounting Assistant I may assist in the supervision of interns. Supervision is received from the Superintendent of Business Services.

Please see the attached Position Description for full details of the position.

**FY26 Pay Rate:**

\$39,943.28 + Paid time off, access to benefits, participation in the Illinois Municipal Retirement Fund (IMRF), and many other benefits listed in the benefits summary attachment



**Application Process:**

The Urbana Park District is utilizing an on-line application system—please go to the Urbana Park District webpage, [www.urbanaparks.org](http://www.urbanaparks.org), for application instructions. Candidates for the Accounting Assistant I position should submit: cover letter of interest and current resume to reflect the knowledge, skills, and abilities based on the attached Position Description in addition to their online application.

Application Process for selected candidates will include:

- Formal interview with a staff review panel
- Meetings with administrative and/or other staff groups as requested/required
- Reference Checks
- Appropriate testing as required

**Proposed Schedule:**

Position Notice Posted	February 4, 2026
Applications Due By	March 9, 2026
Interviews Conducted	March 16 – March 20, 2026
Start Date	April 13, 2026

**Questions:**

Contact Laura Orcutt at 217.367.1536 and/or [llorcutt@urbanaparks.org](mailto:llorcutt@urbanaparks.org).