



## POSITION DESCRIPTION

**POSITION: ACCOUNTING ASSISTANT I**  
**DIVISION: ADMINISTRATION**

**STATUS: Full-Time**

**FLSA STATUS: Non-Exempt**

### ESSENTIAL FUNCTIONS:

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.

### DUTIES:

#### Financial

- ❑ Manages accounts payable vendor vouchers and other vendor transactions including vendor payments, posts to general ledger, sales tax, and prepares and circulates vendor reports.
- ❑ Assigns purchase orders according to established procedures.
- ❑ Voids and reissues lost and expired checks.
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- ❑ Voids and reissues lost and expired checks.
- ❑ Provides reports from financial system to assist staff with planning and management.
- ❑ Assists with and files appropriate reports as required by various regulatory agencies.
- ❑ Completes special projects related to purchasing and financial activities.
- ❑ Initiates internal bank transfers, ACH transactions, and delivers deposits to bank according to established procedures.
- ❑ Attempts to locate owners of outstanding checks, and if not found, submits abandoned payments to the State according to the Illinois State Treasurer.
- ❑ Routinely resolves purchasing and vendor problems and issues.
- ❑ Voids and reissues lost and expired outstanding checks.
- ❑ Creates and updates general ledger account numbers. Posts accounts payable corrections for staff as needed.
- ❑ Organizes and maintains accounts payable, invoices, and payments.
- ❑ Oversees, inputs, updates, and reconciles procurement card process and records.
- ❑ Identifies sales tax incorrectly paid to vendors and oversees reimbursement efforts. Quarterly write-off of uncollected sales tax.
- ❑ Maintains vendor W-9 records on a monthly basis.

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- ❑ Prepares, processes, and pays periodic (monthly/quarterly/annually as determined by agency) sales tax and use on agency portal.
- ❑ Maintains PCI compliance including signing in visitors.
- ❑ Performs other duties as assigned.

#### Computer Operations

- ❑ Performs general IT duties and support as needed.
- ❑ Performs other duties as assigned.

#### Clerical

- ❑ Maintains bulk mail permit and coordinates with staff on its use.
- ❑ Assists with clerical tasks as needed.
- ❑ Performs other duties as assigned by the Superintendent of Business Services and Executive Director.

#### Public Relations

- ❑ Answers the telephone as needed and provides customer services.
- ❑ Dresses appropriately; giving the public a positive impression of the park district.
- ❑ Establishes and maintains good public relations.
- ❑ Serves as a member of District Matrix Team and on other committees as needed.
- ❑ Performs other duties as assigned.

#### **QUALIFICATIONS:**

- ❑ High School diploma or equivalent required. Associate degree in bookkeeping, accounting, or equivalent work experience preferred.
- ❑ Minimum of three years of experience in bookkeeping, accounting, or similar data management.
- ❑ Knowledge of and ability to apply basic accounting, data entry and management, office practices and procedures, computer applications and the operation of standard office equipment and computers.
- ❑ Ability to use a complex electronic accounting system.
- ❑ Ability to manage multiple projects while completing daily activities.
- ❑ A current valid Illinois driver's license.
- ❑ Ability to be trained and apply basic IT support functions.
- ❑ An interest in continuing education through workshops, seminars, and adult education.
- ❑ Dependability and ability to work a flexible schedule, which could begin as early as at 7:00AM, Monday through Friday with building opening responsibilities.
- ❑ Ability to work occasionally extended, weekend and/or evening hours and occasionally travel out of town for training or meetings, sometimes overnight.
- ❑ Ability to learn new processes and procedures.
- ❑ Ability to work with limited supervision.

**DIFFICULTY OF WORK:**

The nature of this work requires the ability to perform a variety of unrelated task simultaneously within varying deadlines. The incumbent must exercise judgment in performing accounting responsibilities through organizational skills and re-prioritization of tasks on a daily basis. The incumbent's knowledge of general accounting practices, ability to use a personal computer and various software applications, and skills in oral and written communication are essential to working effectively with the public and staff. The incumbent identifies and solves problems as they arise, maintains in good working order office equipment, and demonstrates attention to detail in all routine and additionally assigned responsibilities. The incumbent responds to written inquiries as needed.

**RESPONSIBILITY:**

The incumbent operates according to general office policies and procedures and within specific park district rules, policies, and procedures, exercising judgment as required. The incumbent performs administrative functions within general office policies, referring highly unusual or unprecedented situations to supervisor as needed.

The incumbent will be responsible to operate within the guidelines of the park district's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to park district operations and personnel.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The incumbent performs a majority of duties in a standard office environment involving sitting and walking at will, close vision and hearing sounds/communication.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Accounting Assistant I describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would prevent you from meeting the job duties and requirements as outlined? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please describe on the back of this page.)

\_\_\_\_\_  
Applicant / Employee Signature

\_\_\_\_\_  
Date