

SUMMARY:

The Accounts Payable/Payroll Coordinator is responsible for and will oversee all aspects of accounts payable and payroll processes. The AP/Payroll Coordinator is a part time “at will” employee.

QUALIFICATIONS:

The ideal candidate will possess a Bachelor’s degree in Accounting, Business Management, or related field along with 1-2 years of experience. Five years of experience in this field also qualifies for this position. The candidate must have the ability to establish and maintain effective working relationships with employees, volunteers, superiors, contractors, and the public.

The AP/Payroll Coordinator must be CPR/AED and First Aid certified or ability to acquire within 3 months of hire. Candidate must also pass drug screening and criminal background check.

REQUIRED SKILLS:

Ability to perform light office work and lift up to twenty pounds. Basic computing proficiencies are also required-Word, Excel, etc. along with excellent oral and written communication skills. The Pleasant Dale Park District uses Locis accounting Software and RecDesk registration software so experience with these programs is a plus. Must have the ability to self-solve problems as they arise and be able to perform tasks without supervision.

DUTIES & RESPONSIBILITIES:

- Process weekly invoices and generate checks for payment and make credit card payments
- Keep accurate records of invoices, payments, and vendors
- Review timecards and time sheets for bi-weekly payroll
- Process paychecks and direct deposits for all employees
- Make timely payments for all payroll deductions-State withholdings, federal deductions, social security, Medicare, and life insurance
- Process all refund requests for park programming
- Prepare monthly and quarterly reports for wages and IMRF
- Keep detailed records of employee sick leave, vacation time and holiday pay
- Generate W-2s for employee tax returns
- Prepare daily bank deposits
- Assist with annual audit documentation preparation
- Handle unemployment claim paperwork and payment
- Assemble monthly board packets for Park District Commissioners
- Other duties as assigned

This is a very part-time position with typical days being Mondays and Wednesdays averaging 5 hours per week split between 2 days. Salary range is \$20/hour+ DOQ

NO PHONE CALLS

Job Type: Part-time

Required education:

- Bachelor's

Required experience:

- Accounts Payable: 1 year