

FOSS PARK DISTRICT

Assistant Business Manager

DOQ

JOB OPPORTUNITY with the Foss Park District: Assistant Business Manager

ABOUT US: The Foss Park District is a local government agency that provides recreational programs and parks for the participants, which is mainly North Chicago, IL. Foss Park District facilities include an 18 hole golf course, clubhouse and pavilion, recreation center, and various parks throughout the district.

JOB SUMMARY: The Assistant Business Manager has responsibilities and involved in all aspects of the accounting including Accounts Payable, Payroll, Accounts Receivable, and General Ledger. Main duties include verifying, recording and analyzing general ledger entries, maintaining the fixed asset reporting system, and preparing reconciliations and financial reports, as well as all accounting for the Foss Park District and other accounting and record keeping functions as assigned.

QUALIFICATIONS: Qualified candidates should have a Bachelor's degree in Accounting, will consider experience in lieu of formal education. At least 2 years of relevant work experience and fund accounting experience preferred. The best candidates will have significant knowledge of accounting practices, government accounting strongly preferred, and procedures and experience working with various accounting software and programs. Foss Park District currently uses several computer programs in addition to MSI Accounting Software and Paylocity Payroll System.

SCHEDULING & PAY: This is a full-time, salaried position. Hours are generally Monday through Friday 8:30am – 5pm, plus additional evening and weekend work as required.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Dental Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- Paid Holidays, Personal Days, Vacation, Sick Time
- Park District Facility Discounts and Usage Benefits

Application Deadline: Open Until Filled

Please submit your Resume to: bskof@fossark-district.org

If interested, please apply early. Recruiting and interviewing will begin immediately. The Foss Park District is an Equal Opportunity Employer.