



**Collinsville Area Recreation District
Job Description: Accounting Assistant**

Department: Administration

FLSA Status: Non-Exempt/Hourly

Immediate Supervisor: Financial Coordinator

Salary Range: \$10.00 - \$13.00

Supervises: N/A

Classification: Part-time

JOB SUMMARY

Under supervision of the Finance Coordinator the Accounting Assistant is responsible for assisting with the maintenance of the District's accounts payable and accounts receivable processes and other finance functions as assigned.

SPECIFIC DUTIES

- Assist in processing bi-weekly payroll for all employees. Reviews and processes employee time sheets; compiles payroll data, reviews wages computed, and corrects errors to ensure accuracy.
- Assists in all general accounting and finance operations including but not limited to payroll, accounts payable, accounts receivable and the general ledger.
- Completes bank account reconciliation.
- Responsible for troubleshooting all issues, reviewing innovative methods, and makes recommendations to the Finance Coordinator for improvements in accounting procedures.
- Assists in compiling, typing and filing 1099's on a timely basis and ensuring that W-9's are received throughout the year from applicable contractors/vendors according to established procedure.
- Prepares daily bank deposits for the various operations within the Park District.
- Assists in preparing reports and files for printing of W-2's on time.
- Assists in preparing the monthly sales and use tax return.
- Assists with preparation of monthly Treasurer's report to reflect actual cash position of the District.
- Actively supports District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program.
- Observes and reports unsafe conditions and/or issues to supervisor.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS

1. Associates Degree in accounting, finance, business administration or related field is preferred. High school diploma or equivalent along with formal training in accounting, finance, bookkeeping and payroll administration may be considered.
2. 2 years accounting experience, preferably within municipal government.
3. Knowledge of payroll, accounts payable, accounts receivable, general bookkeeping, and all related regulations, requirements, and technical systems.

4. Thorough knowledge of Microsoft Office applications (e.g. Word, Excel), computer-based public accounting systems, and financial management is required.
5. Advanced skills with numbers / math, reasoning, logic, and problem-solving.
6. Strong analytical ability and attention to detail.
7. Must be able to establish and maintain positive and effective working relationships with Board members, employees, cooperating agencies, vendors, and program participants.
8. Must be able to successfully pass an ISP Criminal Background Check and Drug/Alcohol Screening.
9. Must hold valid State of Illinois Drivers License.

** Occasional evening and weekend work may be necessary.*

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.