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## POSITION ANNOUNCEMENT JUNIOR ACCOUNTANT – PART-TIME

The Forest Preserve District of Will County is accepting resumes for a Junior Accountant position part-time, approximately 24 hours per week. This position will be essential in the processing of accounts payable, recording various revenues, journal entries, and assisting with daily functions within the Finance department.

See the attached Job Description outlining duties, skills, abilities, training, experience, and working conditions.

**Resumes will be accepted until February 7, 2025**

Application Procedure: Send a cover letter describing interest and a resume to:

Veronica Frausto-Sarwark, Director of Human Resources  
Forest Preserve District of Will County  
17540 W. Laraway Road  
Joliet, Illinois 60433  
815-722-5669 (desk)  
815-722-3608 (fax)  
[humanresources@fpdwc.org](mailto:humanresources@fpdwc.org)

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**FOREST PRESERVE DISTRICT OF WILL COUNTY  
JOB DESCRIPTION**

**TITLE: JUNIOR ACCOUNTANT – PART TIME IMRF**

**DEPARTMENT: FINANCE**

**FLSA STATUS: NON-EXEMPT**

**DATE: JANUARY 2025**

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**BASIC FUNCTION**

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Under general direction, and using generally accepted accounting principles and practices (GAAP), perform tasks related to the efficient maintenance and processing of accounts payable transactions. Perform accounting tasks related to the administration of the District's fiscal/accounting processes.

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**ORGANIZATIONAL RELATIONSHIPS**

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Reports to:

- Director of Finance

Supervises:

- None

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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**Accounts Payable**

- Review all invoices for appropriate documentation and approval in accordance with District Procurement Policy prior to payment.
- Batch invoices according to payment dates (early pay date vs board meeting date).
- Enter and post/upload invoices into accounting software, including creating templates for upload.
- Prepare and implement AP checks printing process.
- Reconcile paid invoices with processed checks and distribute checks accordingly.
- Reconcile vendor statements and related transactions.
- Act as liaison between the District and vendors regarding accounts payable/receivable to resolve discrepancies, discuss billing procedures, set up new credit accounts, etc.
- Administration of vendor files and documentation, including electronic database, in accordance with District policy and accepted accounting practices.
- Act as liaison with financial software provider regarding Accounts Payable module and various financial reports.
- Train District staff to research departmental transactions, including budget discrepancies, through the use of MiViewPoint.

**Accounting**

- Administration of the District's procurement card program, including auditing of receipts.
- Assist Finance Department with input tasks including, but not limited to: journaling daily utility withdrawals, journaling daily credit card sales, and manually logging cash receipts journal.

- Assist with funding bi-weekly payroll.
- Assist with W-2/1099/ maintenance and reporting.
- Assist with month-end closing.
- Act as petty cash custodian, including disbursement and reconciliation of petty cash according to District policy and procedures.

#### **Other Duties**

- Assist with ordering office supplies and maintaining adequate supply inventory.
- Provide support to the mail room, including processing outgoing mail, and sorting and distributing incoming mail.
- Perform other duties as assigned.

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### **TRAINING AND EXPERIENCE**

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- Three to five years of accounts payable or related accounting experience.
- Additional education can be substituted for experience and vice versa.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

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- Associate's degree in accounting or High school diploma
- Effective communication skills, both orally and in writing
- Computer skills, proficient in Excel
- Comprehensive knowledge of accounts payable
- Conventional knowledge of general accounting procedures
- Proficient in data entry and data management
- High attention to detail and accuracy
- Exhibit reliable analytical skills and sound problem-solving abilities
- Able to organize and prioritize in order to meet strict deadlines

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### **WORKING ENVIRONMENT AND CONDITIONS**

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Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Work requires the ability to lift on occasion up to 40 pounds.
- Work requires the ability to move between sitting, standing, and walking for 6-8 hours, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb stairs, talk, and hear.
- The noise level in this job is usually moderate.

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## **PAY RANGE, SALARY, AND BENEFITS**

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Salary Grade: 8

Minimum: \$20.61/hour

Midpoint: \$24.22/hour

Maximum: \$28.45/hour

Illinois Municipal Retirement Fund (IMRF) participant. Vacation and sick time in accordance with the employee handbook. Option to purchase supplemental life insurance. Option to elect deferred compensation plans. Employee assistant plan.