

# ADDISON PARK DISTRICT



*Leisure for your lifestyle.*

## **JOB ANNOUNCEMENT for Internal Accounts Processor – Extended Part-time**

### **Position Summary**

The Internal Accounts Processor is responsible for the planning, operation, organization and accountability of office support services within the Club Fitness and Centennial Recreation Center.

### **Job Duties and Responsibilities**

- Perform membership collection and account reconciliation
- Prepare adjusting journal entries into the General Ledger
- Purchase and maintain inventory of office supplies and equipment, including Photo I.D. System
- Monitor and reconcile all patron house accounts
- Prepare and record bank deposits
- Oversees subsidized assistance programs

### **Qualifications**

- Self-starter
- Solid organizational skills, detail oriented
- Customer focused
- Proficient at Microsoft Office software, CLASS Active Network platform a plus
- Minimum of two to five years demonstrated success in an office environment

### **Education**

- High school graduate and/or business school with coursework in general office, and accounting
- Valid driver's license required

**Applications Available at:** 120 E. Oak Street, Addison, IL 6010, or PDF form online

**Job Type:** Extended Part-Time (up to 32 hours/week)

**Pay Range:** \$10.45 - \$14.75 per hour, depending on experience, plus State Pension Program

**Location:** Centennial Recreation Center/Club Fitness – 1776 W. Centennial Place, Addison, IL 60101

**Hours:** Hours will vary

**Posting Date:** 2/6/12

**Closing Date:** until filled

**Contact:** Ann Santucci, Addison Park District

**Email:** [jobs@addisonparks.org](mailto:jobs@addisonparks.org)