

## **Employment Opportunity**

### **Part-Time Administrative Assistant / Bookkeeper**

The **Kingsbury Park District**, an equal opportunity employer, is seeking qualified applicants for the position of **Part-Time Administrative Assistant / Bookkeeper**. This position provides administrative and financial support to Park District operations and staff.

#### **Essential Functions (including, but are not limited to):**

- Process bi-weekly payroll in an accurate and timely manner
- Maintain accounts receivable records, including program registrations and facility rentals
- Process accounts payable, including vendor invoices and payments
- Enter and maintain financial data using **QuickBooks**
- Assist with general administrative duties and office operations
- Maintain confidentiality of financial, personnel, and Park District records
- Attend monthly board meetings and produce board meeting minutes.

#### **Qualifications:**

- Prior bookkeeping or accounting experience preferred
- Experience with **QuickBooks** preferred
- Administrative experience in a park district, municipal, or governmental setting is desirable
- Strong organizational skills and attention to detail
- Ability to work independently and exercise sound judgment
- Willingness to be trained

#### **Work Schedule:**

Part-time hours; schedule to be determined.

#### **Compensation:**

Hourly wage commensurate with experience.

#### **Application Process:**

Interested applicants should apply online at

<https://jobapps.hrdirectapps.com/applicantform/32006/0>

The **Kingsbury Park District** is an Equal Opportunity Employer.