

Berwyn Park District Job Description
TITLE: Financial Administrative Assistant
CATEGORY: Full-time

SUMMARY: The Financial Administrative Assistant is responsible for performing a variety of administrative duties with a concentration in financial responsibilities that assist the Superintendent of Finance/Human Resources and the Executive Director. This position will require a thorough knowledge of all or nearly all the District's programs, facilities, policies, and procedures. This position is full-time with benefits.

QUALIFICATIONS: A minimum of two-years' experience in finance or business administration. The position requires customer service experience, excellent communication skills and knowledge of computer use specifically including, but not limited to Microsoft Word, Excel, Adobe, and Rec Trac. They must pass a criminal background check, and CPR certified or ability to obtain within 60 days of hire. Proficiency in both English and Spanish is desirable.

IMMEDIATE SUPERVISOR: The Financial Administrative Assistant is under the direction of the Superintendent of Finance and Human Resources and/or the Executive Director, depending on duties assigned.

ESSENTIAL FUNCTIONS:

1. Accounts Payables (details attached)
2. Bank deposits, daily cash (details attached)
3. Prepare Ledger postings for accountant reconciliation. (details attached)
4. Oversee and administer the Memorial Program (includes benches, trees, and bricks) - Coordinate with park maintenance staff to order and install as well as Patron to advise the item is installed.
5. Dog Park Passes – Coordinate appointment to begin process and follow-up
6. Responsibly and accurately handle cash, checks or credit card payments for programs, maintain a balanced cash drawer and process a balanced deposit, utilizing RecTrac.
7. Become a Notary for park business only.
8. Process registration for participants in the District's programs utilizing RecTrac.
9. Complete opening/closing procedures for facility.
10. A thorough knowledge of all current programs is necessary as well as any promotional events the District will be participating in.
11. A general awareness of the working environment should be maintained, ensuring that the work environment be clean and presentable.
12. Other duties as assigned.

DESIRED KNOWLEDGE, SKILLS, AND TRAITS:

1. Excellent customer service skills (internal and external customers)
2. Ability to successfully use secondary electronic devices: copy machine, laminator, label maker, and check deposit machine.
3. Work well with all departments and personalities.

MARGINAL FUNCTIONS:

1. Have a basic knowledge of all programs, special events, and rentals or know how and where to obtain the information.
2. Assist all employees of the Park District as needed.

PSYCHOLOGICAL CONSIDERATIONS: The Financial Administrative Assistant may feel added pressure from the volume of calls, walk-ins, emails about programs and special events. The Financial Administrative Assistant must

remain calm and continuously share Park District information with patrons. The Financial Administrative Assistant must be a good problem solver and continually develop creative responses to problems.

PHYSIOLOGICAL CONSIDERATIONS: The Financial Administrative Assistant must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

ENVIRONMENTAL CONSIDERATIONS: The Financial Administrative Assistant may be exposed to elements when assisting with outdoor functions. Most activities are performed indoors; these conditions may include lighting and extreme temperatures

COGNITIVE CONSIDERATIONS: The Financial Administrative Assistant must exhibit good problem-solving ability and good judgement in keeping with the mission of the Park District. The Financial Administrative Assistant must be in good compliance with the loss prevention and safety policies of the Park District.

SALARY:

\$20.00-\$23.00 per hour, DOQ, plus benefits

ADDITIONAL INFORMATION:

Accounts Payables

1. Work with vendors regarding issues regarding outstanding invoices and existing credits
2. Work with staff, implementing purchase order system as well as ensuring their purchasing is being approved by their superintendent and appropriate cost is being paid for materials
3. Talk with managers to make sure every credit card transaction has appropriate back up and reasoning as to why purchase was made and what account the amount is to be credited too
4. Input invoices and vendor information into MSI to generate payable batch for check run
5. Run pre-check run edit and prepare documentation for Superintendent of Finance and Executive Director to review and approval for check run
6. Upon approval, checks are printed and posted to the general ledger and updating system files
7. Checks are then prepared for commissioners to sign and review
8. Once checks are signed, checks are mailed out and the paperwork is filed accordingly in payables.

Daily Cash & Bank Deposits

9. Collect money and cash journal reports from each of the facilities.
10. Ensure that every employee who dealt with money on set date has completed a cash journal report; if not, track employee for reasoning as to why they did not
11. Review and verify the amount of money attached to each journal is correct and matches the GL report on RecTrac for specific date.
12. If any money is missing or incorrect, contact employee who took the transaction for clarification
13. Once the total cash, check, credit card and scholarship money equal amount to the GL, create daily deposits for the Financial Administrative Assistant or Superintendent of Finance and HR to take to the bank.

Prepare Ledger Postings For Reconciliation

14. Interface each date of the month in RecTrac and MSI, generating cash receipt upload distribution.
15. Prepare all proper backup for each date, which includes the GL for the date and every employee's cash journal report with signature for approval in the amount of money received, give all paperwork to Superintendent of Finance to post.
16. Once posted, create daily cash reconciliation sheet per date.
17. Take original packet and upload to the corresponding shared file and then put packet into corresponding binder for auditors.