



The Darien Park District is seeking a part-time finance clerk. Duties include, but are not limited to preparing and processing all monthly accounts payable through financial software system (MSI), including preparation of payables listing for monthly Board Report; process credit card statements and all electronic payments. Maintain District vendor list, assist with 1099 issuance and answer all vendor inquiries. Assist with general ledger coding of expenses. Maintain District vendor contracts and W-9 forms.

Process weekly payroll through MSI financial software system. Prepare all payroll journal entries and process all electronic payments and state/federal reporting. Responsible for all necessary payroll reporting throughout the year including annual W-2's.

Balance all bank accounts.

Provide assistance during the annual audit process and perform other duties as assigned.

Minimum requirements for this position include experience in Accounting, financial software, such as MSI and recreation software such as RecTrac. Candidate must be proficient in Microsoft Excel and Word.

The hourly range for this non-exempt position is TBD. The hours and days are flexible and will average around 25 - 29 hours per week but must be able to work Monday – Wednesday. Benefits included will be IMRF.

Submit resume by mail, fax or e-mail to:

Della Deldin  
Superintendent of Finance  
Darien Park District  
451 Plainfield Rd  
Darien, IL 60561  
Phone - 630-789-8167  
Fax – 630-655-6001  
[ddeldin@darienparks.com](mailto:ddeldin@darienparks.com)