



**NOW HIRING: Bookkeeper (part-time)**

**JOB SUMMARY:** The Bookkeeper is a detail-oriented individual who is responsible for assisting in office operations within the Business Department. This includes reconciling the daily accounting, managing the accounts payable and invoice processing, and preparing bi-monthly reports for the Board of Commissioners.

**LOCATION:** Tony Bettenhausen Recreation Center, 8125 W. 171st St, Tinley Park

**QUALIFICATIONS:** The qualified candidate should be knowledgeable of bookkeeping, cash counting, and balancing procedures and have a fundamental foundation with analytical and allocation skills. Must be proficient with Microsoft Excel and have the ability to learn and become proficient with recreational and financial software used by the district. An Associate degree in basic accounting or related field and two years of experience is required. An equivalent combination of education and/or experience may be substituted for the above requirement.

**INCENTIVES:** This year-round, part-time, IMRF qualifying position requires 20-25 hours per week. The wage range begins at \$15.00/hour DOQ. Complementary memberships to Tinley Fitness, Tony Bettenhausen Recreation Center, Water Park, and Dog Park are available to the employee and their immediate family members.

**ABOUT US:** The Tinley Park-Park District is an award-winning public agency that provides its 55,000 residents with a wide variety of recreation facilities, programs, events, parks, and open spaces. The Park District maintains over 40 parks, 33 ball fields, and several facilities which include the Tony Bettenhausen Recreation Center, Tinley Fitness, White Water Canyon Water Park, Canine Campus Dog Park, Tinley Junction Miniature Golf & Batting Cages, Vogt Visual Arts Center, and the Tinley Park Performing Arts Center.

**CLOSING DATE:** Position is open until filled.

<https://www.tinleyparkdistrict.org/employment-opportunities/>

