



Job Title: Accounting Clerk	Salary Range: \$21.00 - \$27.00 per hour
Department: Business Office	Reports To: Accounting Manager
Classification: Part-time, non-exempt	Revised: September 2026

Position Summary

Accounting Clerks perform a variety of clerical tasks in the Accounting / Business Office including reconciling daily sales receipts and preparing bank deposits, updating records, answering phone calls and assisting patrons, and preparing bills for payment. Will also assist with month-end closing procedures, payroll processing, and ordering supplies.

Duties & Responsibilities

- Reconcile daily sales receipts in summary report.
- Prepare and drop off bank deposits.
- Assist patrons with questions regarding their account or statement.
- Contact patrons via phone, e-mail and mail regarding payment status.
- Update and organize patron records with information provided.
- Enter check payments and process credit card payments as needed.
- Update and maintain patron records in software and paper files.
- Assist with month-end close procedures, including reconciliations.
- Assist in the review of transactions in management program to ensure proper coding.
- Prepare or update manuals, records or excel sheets as requested.
- Type, prepare, scan, copy files for a variety of documents or reports.
- Handle incoming and outgoing mail as requested.
- Fill change requests, petty cash requests, and prepare cash boxes as needed.
- Assist as needed with the organization and disposal of records retention documents.
- Assist as needed with bi-weekly payroll processing or updating personnel records/files.
- Assist as needed with new hire orientation meetings.
- Assist as needed with ordering office supplies.
- All other job duties as assigned by Supervisor.

Schedule & Pay

- This position is part-time, scheduled 3 days per week; M/W/F.
- Shifts average 4 hours per day from 10:00AM – 2:00PM.
- Some flexibility may be required based on department needs.

Benefits

- Earn Paid Time Off.
- Free membership to the South Barrington Club and Fitness Center.
- Referral Program - Refer a friend to receive a referral bonus.
- Discounts on all Café and Pro Shop items.

Qualifications & Skills

- 18 years of age or older.
- General knowledge of accounts payable and receivable procedures.
- Ability to maintain confidentiality of assigned administrative and personnel related tasks and duties.
- Possess strong organizational and time-management skills.
- Possess detail orientated mindset.
- Ability to follow written and oral instructions.



- Ability to work independently.
- Possess basic math and intermediate computer skills.
- Ability to communicate (written and oral) in a professional and courteous manner.
- Must exhibit good problem-solving ability and judgment in keeping with the mission of the Park District.

Required Education and Experience

- High school diploma or equivalent, and at least one year of office experience.
- Proficiency in Microsoft Office Word and Excel.
- Prefer experience with QuickBooks or accounting system.
- Prefer experience with a payroll processing system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger and grasp, handle or feel; and reach with hands and arms. The employee may stoop, kneel, crawl, push, pull and crouch. The employee may occasionally lift up to 25 pounds. Prolonged hours seated at a desk. Requires eyesight, correctable to 20/20 to read numbers, forms, reports and computer screens.

Equal Employment Opportunity (EEO) Statement

South Barrington Park District is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status under federal, state, or local law.