



## Job Announcement

### Finance Coordinator – Northern Will County Special Recreation Association (Romeoville)

Northern Will County Special Recreation Association is a small non-profit recreation agency in Romeoville. We are customer-centric, inclusive, collaborative and our goal is to create a community where recreation empowers individuals with disabilities to explore limitless possibilities and develop plentiful connections.

Manage and supervise all aspects of the finances for small recreation agency that serves individuals with disabilities. Oversee cash management, accounts payable/receivable and reconciliation, and assist with budget preparation, monthly accounting reports, system controls and auditing. Extensive knowledge of generally accepted accounting principles including cash management, internal controls, and budget preparation. Proficient in QuickBooks and Microsoft Excel and enjoy developing systems to improve efficiency of operations.

**Job Type:** Part-time

**Salary:** \$22.00 - \$30.00 per hour

**Hours & Schedule:** 16-20 hours per week. Self-determined schedule

**Our work environment:** Relaxed atmosphere & flexible working hours

**Experience:**

- Minimum three years of experience in private or public accounting or similar experience
- Proficiency in QuickBooks and Microsoft Excel
- Strong organization and communication skills

**Contact:** Mike Selep, Executive Director, (815) 552-9766, [mselep@nwcsra.org](mailto:mselep@nwcsra.org)

**Posted:** July 1, 2022

**Open:** Until Filled