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## **Business Services Generalist – (Part-time, starting at \$17.62 hr)**

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### **Job Description**

Under the direction of the Business Services Supervisors, the Business Services Generalist will be responsible for providing general office support; including the compilation and preparation of documentation, data entry and filing, in order to aid the department in reaching its goals and objectives.

### **Qualifications**

Demonstrates general knowledge of basic accounting, personnel and computer skills, able to respect the confidentiality of the Park Districts files and communicate effectively. Associate's Degree or the equivalent combination of training and experience are required. This position also requires CPR, AED, and First Aid certification.

### **Primary Responsibilities**

This person's duties shall include, but not be limited to:

Under the guidance of the Business Services Supervisors, the Business Services Generalist will be able to perform:

1. **Invoice Preparation:**
  - Review and match items in the outstanding invoice and purchase order (PO) folders
  - Review PO's and check request forms for accuracy and appropriate signatures, receipts and/or back-up documentation, including IRS W-9 forms and Certificates of Insurance
  - Add any new vendor information to the accounting system
  - Copy and compile support documents for fixed assets
2. **Cash Balancing:**
  - Validate accuracy of daily cash entry
  - Verify daily cash to end of month bank statements
3. **Payroll Preparation:**

Review all department timesheets for:

  - Correct pay period
  - Review exempt timesheets and coordinate any discrepancies with exempt employees
4. **Data Entry:**
  - Enter accounts payable invoices and check request forms into the accounting system
  - Prepare accounts receivable invoices for billing
  - Enter personnel data into HRMS and/or STA
  - Enter and assist with maintenance of the fixed asset spreadsheet
  - Enter and assist with maintenance of asset data into fixed assets system
  - Assist with the processing of general liability and workers compensation insurance claims and incident/accident reports
5. **Filing:**
  - Keep accounts payable, accounts receivable and cash receipts filing up-to-date and assist with file maintenance
  - Keep personnel, payroll and benefits filing up-to-date and assist with file maintenance
6. **Other Support:**
  - Assist Business Services Department with various other projects
  - Maintain various spreadsheets related to Business Services
  - Onboard scheduling and processing
  - Bereavement processing