



## Director of Finance and Personnel Lombard Park District

**Contact Name:** Joe McCann  
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**Closing Date:**  
**Salary:** 101,300 + DOQ

### **Description:**

The Lombard Park District is seeking an enthusiastic, energetic, fun, and motivated individual to lead the Finance and Personnel Department. The Director of Finance and Personnel is responsible for planning, implementing, and supervising the finances, insurance, human resources, marketing, and technology of the Lombard Park District. This position reports to the Executive Director and directly supervises the Finance Supervisor, Marketing & Communications Manager, Human Resources & Risk Manager, and the Executive Assistant. Other full-time positions in the department include the Accounts Payable & Payroll Specialist and Graphic Designer.

The mission of the Lombard Park District is to provide quality recreation opportunities for people to enjoy life. The Lombard Park District is an Illinois Distinguished Accredited Agency, governed by an elected board, and staffed with over 500 dedicated employees. Standard & Poor's has assigned its "AA" rating to the District for strong income levels, strong market value, maintenance of positive operations, and very strong reserves with a low net debt burden. The District is a past winner of the National Gold Medal award from the National Recreation and Park Association, and is a CAPRA Accredited Agency.

**Qualifications:** Bachelor's Degree from an accredited university in Business Administration, Recreation/Park Administration, or related field. Minimum five years of experience and understanding of finance, accounting, human resources, risk management, and parks and recreation administration. Independent, innovative, adaptable, and organized, with strong management, leadership, and customer service skills. CPR, First Aid, AED certification required or training will be provided.

**Job Duties:** Oversees the operation of all accounting and financial systems, records, and related detail to ensure efficient and effective financial operation for the District. Maintains thorough knowledge of GASB accounting standards. Oversees District investments to assure compliance with investment policies and procedures and state regulations. Coordinates the preparation of the District budget and oversees expenditures within the budget framework for all departments. Prepares budgetary reports and administers the expenditures of budget funds and capital funds as approved by the Board of Commissioners. Prepares for and serves as the District liaison to the auditor for the District's annual audit, and reviews the audit findings and implements auditor recommendations.

Prepares the Annual Tax Levy and supporting documents. Prepares and/or directs the preparation of board summaries, financial reports, monthly reports, and periodic and special reports and maintains department records. Oversees technology needs for the District and leads initiatives to enhance efficiencies through the utilization of technology. Coordinates and evaluates purchasing procedures. Acts as the Treasurer. Assists the Executive Director in developing the District's capital improvement plan. Supervises the hiring, training and evaluation of all Department of Finance and Personnel staff. Attends meetings and participates in IPRA, IAPD, GFOA, IGFOA and local community agencies, organizations, and professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education. Conducts regular staff meetings with direct reports. Performs the job safely and in compliance with District policies, procedures, work and safety rules, and employee handbook.

We offer a competitive compensation package. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time, and personal days.

We are an Equal Employment Opportunity Employer.

To Apply: Please visit us at [www.lombardparks.com](http://www.lombardparks.com) – under “About Us” select “Job Opportunities” to complete the full online application through Frontline. Please attach a resume and cover letter.