



## **Business Manager**

Winfield Park District

**Contact Name:** Mark Pawlowski

**Contact E-mail:** markp@winfieldparkdistrict.com

**Contact Phone:** 630-653-3811

**Closing Date:** 2018-02-19

**Salary:** \$50,000-\$64,000 plus benefits

### **Description:**

Responsibilities:

The Business Manager is the bookkeeper/comptroller position that is responsible for all of the daily transactions and operations of the District's business operations. In addition, handles the duties of in-house Safety Coordinator and IT support for hardware and software used by the District. Primary Duties including but not limited to:

Invoicing and Accounts Receivable

Accounts Payable

Payroll Administration

HR records

Recording Data in Accounting Software

Performing Monthly Tasks, such as, preparing Income Statements, Balance Sheets, Reconciliation of Accounts, Submitting Trial Balance reports, Bank Reconciliation

Effectively communicates with others in the organization to answer questions and resolve issues

Responsible for all account accuracy and records

Tax reporting and payments

Coordination of Safety/Risk Management records and Safety Committee

Assists Executive Director, as needed

Requirements:

Experienced preferred, minimum of 2 years related accounting/financial operations experience

Related business degree, a plus

High level of attention to detail and accuracy

Highly organized

Knowledge of payroll and procedure

Team oriented

Great work ethic

We offer:

Retirement benefit  
Health, Dental, Vision Insurance  
Life Insurance  
Great work environment