



## Director of Finance and Administration

Wood Dale Park District

**Contact Name:** Nancy Aldrich

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**Closing Date:** 2018-08-29

**Salary:** \$75,000-\$85,000 based on qualifications

### Description:

The Wood Dale Park District is seeking a full-time Director of Finance and Administration to administer all financial, marketing, human resources, risk management and technology operations for the District. Reporting to the Executive Director, the Director of Finance and Administration supervises the full-time Accounting Supervisor, Finance Administrative Assistant, and Marketing and Public Relations Manager, the part-time Human Resources Specialist and Safety Coordinator, and the contractual Information Technology consultant.

### About the Park District

Encompassing a 6-mile area, the District serves most of the City of Wood Dale as well as portions of Elk Grove Village, Bensenville and Itasca. The Wood Dale Park District serves an estimated population of 13,535 with approximately 136 acres of park land on 12 park sites. District facilities include a recreation complex, an outdoor pool with a water park, and an 18-hole golf course with a banquet facility. The golf course has a partnership with TopGolf, a driving range and entertainment center. The District is governed by a five-member Board of Commissioners, elected at-large for overlapping terms. Day-to-day operations are administered by the Executive Director and staff.

### Duties and Requirements

The Director of Finance and Administration is responsible for the formulation, implementation and monitoring of all accounting and financial systems and the maintenance of records and related detail to ensure the effective and efficient financial operation of the District. In addition, the position oversees the marketing/public relations, human resources, safety and technology functions with support from hired and contractual team members. Specific duties include:

- Overseeing all accounting and financial operations including creating, implementing, monitoring and analyzing all financial reports
- Creating and maintaining the annual budget, long-term capital plan and related forecasts
- Managing the financial elements of all major capital projects
- Preparing and maintaining records, licenses, and tax returns
- Implementing, maintaining, and training District staff on the use of financial and payroll software systems
- Developing and updating operational, financial, human resources and safety policies and procedures

- Managing and monitoring investments
- Supervising and completing the annual financial audit
- Preparing and completing the annual working budget, annual wage and salary schedule and tax levy
- Managing debt instruments and all Internal controls
- Ensuring compliance with all financial, human resources and safety legal postings and filing requirement
- Preparing and analyzing financial projections
- Overseeing the strategic marketing program and all associated initiatives
- Hiring, supervising, training and evaluating direct reports
- Serving as the PDRMA Benefits Coordinator
- Administering and evaluating the employee benefits program and overseeing the open enrollment process
- Managing Worker's Compensation and Unemployment claims
- Managing and monitoring technology services and associated contracts
- Serving as the IMRF Authorized Agent and the alternate Freedom of Information Act (FOIA) Officer
- Attends monthly evening Board meeting and other special meetings, as needed.

#### Qualifications

Candidates must have a bachelor's degree in finance, accounting, business administration, or a closely related field plus a minimum of three years of supervisory experience in municipal accounting/finance. A CPA and/or master's degree in finance, accounting, public policy or business administration is a plus.

#### Compensation and Benefits

The hiring range is \$75,000 - \$85,000 based on qualifications. A comprehensive benefit package includes health insurance including medical, dental, and vision coverage (also available to dependents), life insurance and participation in the IMRF pension program. The District also offers paid vacation, holidays, personal days and sick time.

#### Selection Process

Candidates should submit their letter of interest, resume and a list of three professional references by August 29, 2018 to Nancy Aldrich, Human Resources Specialist, Wood Dale Park District. 111 E. Foster Ave., Wood Dale, IL 60191 Email: [naldrich@wdparks.org](mailto:naldrich@wdparks.org). The Wood Dale Park District is an Equal Opportunity Employer.