



Superintendent of Finance / HR

River Trails Park District

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Closing Date: 2022-05-20

Salary: \$80,000 -\$92,000 DOQ

Description:

The River Trails Park District serves over 17,000 residents within both the Village of Mount Prospect and the City of Prospect Heights. The agency's operating budget is over \$6.5 million. The agency employs 20 full time, 60-part time and about 120 seasonal employees.

RESPONSIBILITY:

The Superintendent is responsible for the overall administration and management of finance and accounting, as well as human resources. This position is a department head which oversees 2-3 staff members, of which one is Full Time, who support the finance, accounting, human resources, and information technology functions.

Essential duties include to plan, organize, and control all general accounting and finance operations (including but not limited to: general ledger, payroll, accounts payable, accounts receivable, cash management, program registration, investments, fixed assets, and tax reporting). Generate and analyze monthly financial statements. Prepare and manage annual budget including monthly monitoring and reporting in accordance with appropriation levels. Prepare, publish, and file annual Levy, Truth in Taxation, and Budget and Appropriation ordinances as well as all financial and business operations reports as required by law. Serve as the key liaison to external auditors and prepare work sheets and assist auditor in annual District and special audits. Periodically review the agency's investment portfolio and recommend investment opportunities in accordance with District's investment policies. Serve as the District's "Disclosure Officer" responsible for enforcing the agency's debt issuance disclosures policy and procedures. Maintain accurate employment and personnel records including the IMRF pension records. Oversee the insurance program and annual open enrollment. Provide guidance in matters related to disability and leave. This department head will supervise the Technology Manager, Accounting Assistant, and the Office Support Staff. They will assist in coordination of the agency's Information Technology (IT) resources through internal oversight and partnerships with third-party IT providers regarding network systems, hardware, and software related to financial accounting, timekeeping, program and facility registration, golf operations, telephone system, internet access, interoffice communications, and office applications. A complete job description is available upon request.

- Bachelor's Degree in Accounting, Finance, Business or a related field.
- Three years of satisfactory proven experience in governmental accounting with a thorough

understanding of principles and practices of municipal fund accounting.

Preferred additional skills and experiences:

- Master's in Business Administration (MBA)
- Certified Public Accountant (CPA)
- Government Finance Officers Association
- Proven human resources experience

This is a full-time exempt position, working at least 40 hours per average work week. The benefit package includes: medical, dental, vision and life insurance (basic and voluntary); IMRF pension plan; wellness programs and incentives; paid holidays and time off; paid professional development opportunities and memberships; facility and program usage.