



## **Director of Finance and Human Resources**

### **Park District of La Grange**

**Contact Name:** Jenny Bechtold  
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**Contact Phone:** (708)532-1762  
**Closing Date:**  
**Salary:** \$90,000 - \$105,000

#### **Description:**

##### **DESCRIPTION:**

The Park District of La Grange serves a three-square mile area almost contiguous with the boundaries of the beautiful west suburban Village of La Grange. The park district maintains 78.5 acres of parkland at 11 locations and offers over 1,500 recreation programs annually for its more than 15,000 residents. The agency's operating budget is approximately \$6 million, with 18 full-time and approximately 80 part-time and seasonal employees.

##### **RESPONSIBILITIES:**

The Director of Finance and Human Resources is responsible for the overall administration and management of finance and accounting, human resources, as well as the agency's Information Technology (IT) third-party vendor. This position is a department head which oversees two Full Time staff, who support the finance, accounting, human resources, information technology functions and administrative services.

##### **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, capital assets, and payroll 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 assist in the 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, telephone system, internet access, interoffice

communications, and office applications.

**EDUCATION:**

Bachelor's Degree in Accounting, Finance, Business Administration or a related field. • Eight years of satisfactory experience with at least four years of supervisory experience in governmental accounting with a thorough understanding of principles and practices of municipal fund accounting.

**PREFEERED ADDITIONAL SKILLS AND EXPERIENCES:**

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

We offer a generous benefit package: • Medical, dental, and vision coverage • Life Insurance (basic and voluntary) • Pension defined contribution plan (IMRF) • 457 Defined contribution plan • Paid holidays and vacation time • Facility discounts & usage benefits

The Park District of La Grange is an equal opportunity employer.

To apply email cover letter and resume to [jennybechtold@pdlg.org](mailto:jennybechtold@pdlg.org). First review of applicants will be July 6, 2022, and daily thereafter. Projected start date September 1, 2022. Please visit [pdlg.org](http://pdlg.org) to review the full job description.