



## **Finance Manager**

Park District of Oak Park

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**Closing Date:**  
**Salary:** \$63,360

### **Description:**

To view full job description and apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=68051&clientkey=41D8300184906117978771C10E755DC6>

### **Our Mission:**

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

### **Overview:**

The Finance is a full-time position reporting to the Director of Finance. The compensation has a starting salary of \$63,360. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, professional training opportunities, vacation, holidays, sick time and personal days. The work schedule is primarily Monday - Friday, 8:30am to 5:00pm with working evenings and weekends based on business needs. (e.g. attend various board meetings)

### **Job Purpose:**

The Finance Manager position manages the day-to-day accounting, budgeting and cash management functions of the District.

### **Essential Functions:**

Responsible for the operation of all accounting systems and records including, but not limited to, cash receipts, expenditures, investments, purchasing, inventory, assets, payroll, and other procedures necessary to the efficient operation of the District.

Assists in the development and maintenance of financial reporting systems to insure integrity of finances based on sound accounting procedures and controls.

The Park District of Oak Park is an Equal Opportunity Employer!