



## **Superintendent of Finance and Information Technology**

### **Rolling Meadows Park District**

**Contact Name:** Alison Reicher

**Contact E-mail:** areicher@rmparks.org

**Contact Phone:**

**Closing Date:**

**Salary:** \$95,000-\$106,000, DOQ

#### **Description:**

**JOB SUMMARY:** The Superintendent of Finance & IT is responsible for the overall administration, management and execution of District finance and accounting functions, as well as information technology. This position is part of the Leadership Team and oversees one full-time team member. This is an at-will position.

Additional duties include:

Responsible for the overall financial operations of the District including general ledger maintenance and the month-end closing of financial records and financial reporting to staff and the Board of Park Commissioners. Monitor District investments by investing available funds in interest producing instruments allowable within the Illinois Statutes and policy of the District. Direct, coordinate, review and execute the annual budgetary planning process. Present budget to Board of Park Commissioners. Monitor expenditures to insure compliance with approved budget. Train team members on budgeting and cash handling procedures on an annual basis. Oversee the accounts payable and accounts receivable functions of the District, including training team members on the District's financial software. Maintain manuals pertaining to administration, financial/accounting and information technology functions. Responsible for the coordination and successful completion of the yearly financial audit. Manage purchasing functions for the Park District; develop purchasing, receiving and inventory procedures and assure compliance to it; monitor the bidding process on major cost items. Manage and direct the insurance portfolio for liability, property, worker's compensation, and related coverage. Responsible for the Information Technology needs of the District, including hardware and software. Coordinates technology consultant contract work, perform daily server backups, and oversee the ongoing maintenance of these elements. Perform other duties as assigned.

**QUALIFICATIONS:** Minimum of a bachelor's degree with a resource in finance, accounting, business administration or related field. Three years successful and progressive experience in governmental accounting with a thorough understanding of principles and practices of municipal fund accounting strongly preferred. Possess knowledge of leadership techniques, oral and written communication skills, and ability to be detail oriented.

**SCHEDULE & PAY:** This is a full-time, exempt position. Monday-Friday, primarily 8:30am-4:30pm. Evenings and weekends as required to support District operations. Target hiring range is \$95,000-

\$106,000, DOQ (dependent on qualifications).

**BENEFITS OFFERED:** In exchange for your time and talent, we offer a generous benefit package: Medical & Prescription Coverage, Dental & Vision Coverage, Life Insurance (basic & voluntary), Pension Defined Benefit Plan (IMRF), Short & Long-Term Disability, 457 Defined Contribution Plan, Flexible Spending Accounts, Paid Holidays & Vacation Time, Tuition Reimbursement, Facility Discounts & Usage Benefits.

**APPLY TODAY!**

[www.rmparks.org/jobs](http://www.rmparks.org/jobs)

Please include Cover Letter and Resume (Deadline: August 3, 2022)

The Rolling Meadows Park District is an Equal Opportunity Employer.