



## **Accounting Manager (Full Time)**

### Forest Preserve District of Kane County

**Contact Name:** Amy Sarro

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**Contact Phone:** 630-232-5921

**Closing Date:**

**Salary:** Annual Salary Range is: \$64,183.00- \$77,020.00 DOQ

#### **Description:**

It shall be the Mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane County, which contribute to the preservation of natural and historic resources and habitats, flora or fauna; to restore, restock, protect and preserve such lands for the education, recreation, and pleasure of all its citizens.

#### **POSITION SUMMARY**

Under direction and supervision of the Chief Financial Officer, the Accounting Manager is responsible for all accounting functions of the District including monthly financial statement preparation and managing and developing the payroll, accounts payable and cash receipt functions of the District. The position is also responsible for managing the general ledger, accounts receivable, audit and month-end closing procedures. Directs Payroll Coordinator, Accounts Payable Specialist, and Administrative Assistant staff on a day-to-day operational basis.

#### **ESSENTIAL POSITION DUTIES & FUNCTIONS**

-Analyze, reconcile, balance and maintain accounting records; assist in the development of departmental budgets and internal financial reports as needed. Prepare financial schedules as needed; prepare financial data to generate reports. -Monitor monthly departmental revenue and expenses; ensure expenditures are in compliance with District policy and generally accepted accounting principles. -Evaluate accounting processes regularly and recommend process improvements as needed. -Reconcile bank statements. -Review cash receipts, disbursements and payroll transactions. -Prepare monthly journal entries. -Process the month-end closing; prepare month-end adjusting entries and G/L closing. -Coordinate and manage the annual audit process by preparing worksheets, financial statement schedules, notes and responding to the auditor's requests for information. -Keep current with labor, IMRF and tax regulations and how they must be implemented with the financial software. -Create and review all state and federal tax reports, unemployment insurance and IMRF. -Consult regularly with the Chief Financial Officer on financial information, Board requests and special reports. -Maintain capital asset system. Coordinate the development and maintenance of the general ledger chart of accounts. -Hire, train, supervise and evaluate full-time staff assigned. -Maintain excellent inter-departmental communication within the District through verbal and written means. -Assist in the development of the annual District budget and year-end projections. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate. Ensure compliance with -District

financial policies. Coordinate property and farm license program. -Assist in auditing business contracts for compliance. -Coordinate the project accounting program. -Provide assistance to the Chief Financial Officer in set-up, maintenance and training on computer systems as it relates to the budget and other financial applications. -Maintain relations with other municipal governments to exchange information on accounting procedures and computer maintenance. -Provide secondary backup for payroll processing. -Must be bondable. -Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval. -Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities. -Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations. -Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier. Staff Supervision: -Payroll Coordinator, Accounts Payable Specialist, and Administrative Assistant; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. -Additional duties and functions may be essential.

MARGINAL FUNCTIONS -Minimal local travel may be required. -Performs other duties as assigned.

COMPETENCIES - GENERAL To be successful in ANY role at the District, an individual should demonstrate the following competencies:

-Quality / Accuracy: Pays attention to details and is concerned with accuracy and thoroughness of work; looks for ways to improve and promote overall quality and makes recommendations. -Reliability / Dependability: Performs job duties consistently and reliably; fulfills promised actions; is honest and trustworthy. -Responsiveness / Sense of Urgency: Demonstrates a sincere willingness to help; understands the needs of preserve users; sets realistic expectations; provides prompt service; is timely. -Planning / Organizing: Prioritizes and plans work activities; uses time and resources efficiently; develops realistic action plans Judgment / Decision-Making: Possesses sound common sense and ability to solve-problems; has confidence to work independently; able to make effective decisions in a timely manner. -Communication: Understands audience; writes and speaks in a clear and effective manner; possesses ability to vary communication style based on situation; demonstrates positive attitude in verbal and non-verbal communication; shares factual, pertinent and targeted information with others; accepts differences in communication styles – doesn't allow differences to stop operational progress or efficiencies. -Adaptability / Flexibility: Manages change with ease and grace; able to communicate unexpected changes or delays in a way that minimizes negative impact; maintains a broad perspective. -Teamwork / Collaboration: Establishes and maintains positive working relationships; willingly helps and finds ways to add value; recognizes the contributions of others; cooperates; builds partnerships throughout organization; respects expertise and differences of others. -Responsibility / Independence: Accountable for own work; willingly accepts responsibility for successes and failures; possess initiative to work independently and energetically. -Safety / Security: Actively promotes safety; personally, observes safety and security procedures; uses equipment and materials properly; investigates accidents professionally and efficiently.

## QUALIFICATIONS

-Minimum Age Requirement: 21 years old -Education: Bachelor's degree in accounting, finance or closely related field required. -Experience: Five (5) years of accounting experience, including 1-2 years in a supervisory role: preferably in governmental accounting. -Additional: Knowledge and experience with the Tyler Technologies: New World System is strongly desired. KNOWLEDGE, SKILLS & ABILITIES -Thorough knowledge of Government Accounting, Audit, Financial Reporting (GAAFR), Principles, Practices and Procedures. -Working knowledge of the inter-relationships among general ledgers, subsidiary ledger, and various government finance reporting requirements. -Knowledge of finance, budgeting, and cost control procedures. -Ability to analyze and interpret financial data and prepare reports, statements and/or financial projections. -Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by

internal customers. -Ability to work independently and solve problems comprehensively and effectively. -Ability to organize, prioritize, and handle multiple tasks. -Ability to handle cash and other securities. -Strong leadership skills -Excellent computer (Microsoft Office – Word, Excel, Access, PowerPoint) skills; familiarity with integrated accounting systems (Payroll, GL, AP, budget). -Organized, attention to detail. -Willing to learn present and new computerized accounting procedures -Strong communication and people skills -Effectively meet and deal with the public -Communicate effectively verbally and in writing -Read, write, speak, and comprehend the English language -Accurately record and maintain records -Establish and maintain effective working relationships with employees, supervisors, other departments, District officials, and the public -Bondable. -Must have and maintain a valid Class D Illinois driver's license.

#### ANNUAL SALARY RANGE/BENEFITS

\$64,183.00- \$77,020.00 DOQ. This role is Full Time with benefits; including participation in the Illinois Municipal Retirement Fund (IMRF).

#### HOURS/SCHEDULE

Normal operating hours of 8:00 A.M. – 4:30 P.M. Monday-Friday.

Application Procedure: Apply Online Only <https://kaneforest.com/careers>

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