



## **Superintendent of Finance & HR**

### **York Center Park District**

**Contact Name:** Jeremy Fila

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**Closing Date:** 2023-07-05

**Salary:** \$45,000-\$50,000 DOQ

#### **Description:**

This is a full-time, salaried, exempt position that reports to the Executive Director. The Superintendent of Finance & HR is responsible for the park district's financial operations, human resources, and compliance with all regulations for safety.

Individual must be positive, organized, have an excellent work ethic, and be able to effectively direct and manage a wide range of projects and tasks simultaneously. Applicants must have the ability to manage individuals, subordinate supervisors, and teams, must be adept with leadership qualities, and have good customer service and communication skills.

#### **NECESSARY KNOWLEDGE, ABILITIES, SKILLS, & RESPONSIBILITIES**

- Bachelor's degree in finance or closely related field from an accredited college or university
- 1-3 years of demonstrated success in parks and recreation with supervisory experience preferred or any equivalent combination of education, experience, and training.
- Individual must have the ability to work independently and cooperatively in day-to-day operations with general direction from the Executive Director.
- Must have a valid Illinois Driver's License.
- Willingness to work some evening and weekend hours is required.
- Responsible for other duties as assigned and special events when needed
- Establish good working relationships and communications with patrons and the community
- Serve as FOIA officer

#### **Essential Functions Financial:**

- Responsible for Audit, Treasurer's Report, and Truth in Taxation/Tax Levy
- Responsible for the working budget and budget and appropriation ordinance
- Responsible for accounts payable and receivable
- Responsible for bank reconciliation
- Responsible for departmental deposits and petty cash
- Responsible for payroll

- Responsible for all bookkeeping
- Prepare financial documents requested by the board and for board meetings

Essential Human Resources:

- Maintain all timecard, worksheets, and calculations
- Maintain all vacation, personal & sick time
- Maintain Health Benefits (PDRMA Health Coordinator)
- Maintain employee records, applications, I-9's, W-4's, W-2's, IMRF, drug screenings, physicals, background checks, workers compensation and all paperwork including hiring and termination regarding Human Resources

Essential Functions Safety Coordinator:

- Responsible for assigning informational/continuing educational/safety classes for staff
- Maintain all accident & incident reports
- Leader of the safety committee

This position includes a benefit package, including health and life insurance, IMRF, vacation time, paid holidays, and sick days.