



## **Finance Director**

### **Westchester Park District**

**Contact Name:** Lianne Robinette

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**Closing Date:**

**Salary:** \$66,000 plus / DOQ

#### **Description:**

Job Title: Finance Director Department: Administration

**SUPERVISORY RELATIONSHIPS** Reports to: Executive Director Supervises: Full Time Registrar, office personnel, and building supervisory personnel, coordinates IT services and vendors, assists in website development, coordinates Human Resource.

FLSA: Exempt

**BASIC FUNCTION** The Finance Director is responsible for the management of the financial operations for the district, supervising the personnel function, human resources and oversees the information technology (IT) programs.

**ESSENTIAL DUTIES** 1. Oversee the operation of all accounting systems, records and related detail, including but not limited to receipts, expenditures, general books of account, personnel records, purchasing records and systems and such other detail procedures as are necessary to the efficient conduct of various departments. 2. Coordinate the preparation of the budget and filing of the same; and control expenditures within the budget framework of all departments. 3. Prepare studies and conducts projections which may have impact on the future ability of the Park District to meet its obligations. 4. Act as the Park District liaison to the auditors in the preparation of the annual audit. 5. Prepares and/or directs the preparation of board summaries, monthly financial reports, periodic and special reports. 6. Plan and direct the employee benefit programs, including insurance programs, the Illinois Municipal Retirement Fund program and all other voluntary employee benefit programs. 7. Prepare tax levy pursuant to legal requirements. 8. Recommend changes to personnel policy to the Executive Director as needed. 9. Hire, train, supervise and evaluate full-time, part-time and seasonal office and Community Center building supervisory employees. Trains all part-time building supervisory employees at the Mayfair Center in the usage of the districts recreation registration software. 10. Develop and oversee Park District inventory statistics including fixed assets. 11. Oversee technology needs for the Park District, including but not limited to TCP/IP networking, DSL configuration and Network configurations. Review software needs on a yearly basis. 12. Oversee cash controls at all District revenue facilities. 13. Review insurance and liability provisions of the Park District's contracts. 14. Interpret Department of Labor work rules as they apply to Park District staff. 15. Maintain personnel record system. 16. Prepare financial document for Comprehensive Annual Financial Report 17. Ensure compliance with GASB and state/county financial legal requirements. 18. Administers investments, revenues and expenditures in accordance to park policy and applicable

laws.

**OTHER DUTIES** 1. Attends and participates in Park District Board meetings. 2. Attend training sessions for professional development. 3. Act as District liaison with related groups, including but not limited to Illinois Municipal Retirement Fund, IPARKS and related administrative professional organizations. 4. Inform all staff of any changes in policy, procedures or rules as directed. 5. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals. 6. Perform additional duties as assigned. 7. Member of a Park District committee's as assigned.

**POSITION QUALIFICATIONS** Education: Experience: Certifications: Bachelor's Degree in Accounting or related field or five or more years of work experience in governmental accounting.

Experience in government accounting and employee training desirable, Experience in Microsoft office products. Experience in VSI (Vermont Systems) software a plus.

Valid Illinois Driver's License

Ability to identify and solve routine and complicated problems as they arise; ability to organize, supervise and evaluate the district's fiscal controls; ability to compile and analyze financial statistical data and communicate same to all departments; ability to supervise staff and work well with all staff.

Ability to recall details from many facets of the business and applies education, experience and business knowledge to the current business problem.

Demonstrates the ability to learn and apply complex theories and concepts.

Applies education, training and work experience toward achievement of the organization's long and short-term goals.

Communicates effectively throughout the organization.

Effectively manages stress so that it does not interfere with work demands or the reputation of the organization.

Demonstrates personal integrity in business decisions. Leads others through personal dedication and commitment.

**ESSENTIAL JOB FUNCTIONS (DUTIES)** • Establish policies for fiscal controls and daily operation of the District. • Responsible as bookkeeper for the district. • Coordinates and trains staff for input of participants in the recreation registration system. • Coordinates and trains staff for implementation in the district online registration system. • Review basic data, income, expenses, and payroll as prepared by the staff. • Assist in the preparation of short and long range financial planning. • Prepare on a timely basis regular and special reports as required by the Director. • Assist in the development and control of the annual operating budget. • Supervise all record systems, insurance programs, and employee benefits. • Assist the District's auditor and treasurer as required. • Record, file, prepare, and publish financial reports as required by law. • Compile and analyze financial statistical data and create reports for all departments. • Maintain office and computer equipment. • Prepare and file annual tax levy ordinance. • Prepare and file annual budget ordinance. • Manage cash flow. • Assist in preparation of annual bond disclosure. • Prepare financial statements and cash reports monthly and include with the board packet each month. • Attend and participate in department staff meetings. • Prepare reports for the Director as requested. • Prepare board reports and attend board meetings. • Complete an annual performance evaluation for all supervised employees. • Prepare and coordinate GASB 34 reporting.

The above standards are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exclusive list of all responsibilities, duties and requirements.