



Business & Finance Director

Champaign County Forest Preserve District

Contact Name: Mary Beck
Contact E-mail: mbeck@ccfpd.org
Contact Phone: 12175863360
Closing Date: 2023-09-09
Salary: \$71,875 - \$100,625

Description:

Mahomet, IL

Description

Classification: Full-time

Department: Administration

Work Location: District Headquarters (Mahomet, IL)

FSLA: Exempt

IMRF: Eligible

Hours: Work hours are based on operational needs, but typically will be during regular business hours (Monday-Friday from 8:00am-4:30pm) unless otherwise scheduled. Some evenings, weekends, and holidays may be required. Potential for flexible and/or hybrid work schedule.

Salary Range: Grade 10, \$71,875 - \$100,625

THE BIG PICTURE

The Champaign County Forest Preserves offers a rare opportunity to play a pivotal role in ensuring seamless integration of fiscal responsibility and ecological stewardship. As the Business and Finance Director, your financial expertise will help advance of the Forest Preserves' three-part mission of conservation, education, and compatible recreation.

We are in search of someone with the distinct capability to not only proficiently manage financial affairs but also assemble and lead a high-performing team that shares your dedication to preserving and enriching our natural and cultural resources. Your commitment to nurturing a cohesive team and optimizing operational efficacy will significantly contribute to the stewardship of over 4,000 acres of beautiful natural and recreational areas throughout Champaign County.

This position offers a full benefits package (health, dental, vision, life, short- and long-term disability, IMRF pension plan, 457(b) deferred compensation plan, 13 paid holidays, paid sick and vacation time, and more.

POSITION SUMMARY

The Director of Business and Finance provides leadership and oversees the financial and information

technology processes, policies, and systems for the District and Friends of the Forest Preserves Foundation. The Director also serves as a member of the Leadership Team.

SUPERVISORY RELATIONSHIPS

The Director of Business and Finance reports to the Executive Director or the Deputy Executive Director. Incumbent supervises three full-time positions, one half-time position, and IT contractor(s).

JOB RESPONSIBILITIES

Essential Functions

- Responsible for the development, implementation and ongoing management of all financial, information technology, Foundation, and grants operations and policies, including budgeting, accounting, auditing, purchasing, payroll, accounts receivable, asset management, and financial and business recordkeeping and reporting.
- Directs, coordinates or supports development of long-range budget plans with District staff, including the annual District and Foundation budget, capital improvement planning, fixed asset replacement, annual compensation and staffing, information technology, disaster recovery, and grant planning. Ensures that all plans and proposed budgets address the District's Strategic Plan.
- Serves as District Procurement Officer, overseeing financial decisions by monitoring and enforcing purchasing policies and procedures, supervising competitive bid and quote processes to ensure compliance with legal requirements.
- Coordinates, and monitors debt, bond issuances, refinancing, and required disclosure reports.
- Prepares financial estimates and projections for short and long-term financial planning of the District. Assists and advises the District on the availability of funds and financial trends.
- Establishes and maintains internal audit controls to ensure District compliance with generally accepted accounting practices and Foundation compliance with 501c3 regulations. Ensure adequate documentation of all fiscal transactions to demonstrate this compliance in the annual audit(s).
- Administers all banking and investment functions in accordance with Board financial policy, ensuring sufficient liquidity for payment of bills and payroll while optimizing investment returns.
- Maintains adequate fiscal controls to ensure that departmental costs are within budgetary limitations. Tracks annual budget performance to account for overages and maximize the opportunity to use savings to address District emergencies and critical needs.
- Oversees and assists grant proposal development and grant administration through the District's Grants and Development Officer, including identifying potential funding sources for grant matches.
- Oversees the implementation and maintenance of District technology, including computers, IT infrastructure, financial and operational technical applications, internet and phone systems.
- Develops, analyzes, and recommends changes to a variety of District procedures, plans, agreements, and operating systems to improve performance, maximize benefits, address economic conditions, maintain best practices, adjust to trends, and position District for success.

Requirements

Minimum Education and Experience

- Bachelor's degree in accounting or finance, a Bachelor's degree in business administration with a major in accounting, or a Bachelor's degree in a related field of study required. Master's degree and/or CPA or CPFO desired.
- Minimum of 3 years of experience in a progressively responsible supervisory role in financial operations.
- Must be experienced with computerized fund accounting operations. Experience with governmental

accounting operations desired.

- Must be available to work weekends, holidays, and evenings occasionally as needed to meet operational needs.
- A valid Illinois driver's license is required within six months of date of hire.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles for local government agencies.
- Ability to represent the District in a professional manner and to establish and maintain good public relations with all staff, Board, vendors, stakeholders and the general public.
- Ability to exercise confidentiality.
- Highly organized with the ability to multi-task in a public environment and to handle stressful situations.
- Ability to exercise independent judgment and to identify and solve routine problems as they arise. Considerable ability to analyze agency risks to determine whether they can be eliminated or minimized.

Please Note: Studies have shown that people from various racial and ethnic backgrounds, women and other excluded or historically excluded people are less likely to apply for jobs unless they believe that they meet every one of the qualifications as stated in the job description. The Champaign County Forest Preserve District is interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed indoors in a standard office setting with occasional interruptions. This position is required to regularly use a computer, telephone, and other standard office equipment. The employee must be able to speak and hear to regularly communicate with various internal and external constituents. The visual acuity to prepare and analyze detailed reports as well as enter/review information to ensure accuracy is required.

While performing the duties of this position, the employee must be able to remain in a stationary position for prolonged periods of time. However, the employee may need to occasionally move to access file cabinets, office machines, etc. The employee may regularly handle, grasp, or feel objects; reach, push, or pull to reposition items; and may occasionally lift and transport up to 10 pounds.

The work environment characteristics and physical demands described above are representative of those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential functions.

EOE Statement

The Champaign County Forest Preserve District is an Equal Opportunity Employer and as such does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other non-merit factor.

Please apply here: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1880568>