



Assistant Finance Director

Glenview Park District

Contact Name: Amy Cordova-Martinez

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Closing Date:

Salary: \$90,000-\$101,000

Description:

JOB SUMMARY: The Assistant Finance Director reports to the Finance Director and assists with the overall management and operations of the Finance Department. Acts as the manager on duty in the absence of the Finance Director. Serves as backup for the Senior Accountant and Accounts Payable positions. Conducts internal audits of financial activity and practices. Assists in the development, analysis and monitoring of the budget. Assists with the coordination and data collections for the annual audit. Performs financial analysis and prepares ad-hoc reports. Assists in developing financial strategies to meet the goals of the District.

QUALIFICATIONS: Qualified candidates must have a Bachelor's degree in Accounting, Finance, Business, or related field required. CPA highly desired. Will consider significant and material experience in lieu of formal education. At least 5 years relevant experience required, prior experience in managerial or governmental accounting strongly preferred. The best candidates will have significant knowledge of accounting practices, financial systems, internal controls and auditing, standard business practices, advanced skills in Excel and report writing, strong communication and interpersonal skills and the ability to communicate complex financial information to a general audience.