



Superintendent of Business

Hoffman Estates Park District

Contact Name: Kimberly Engler
Contact E-mail: kengler@heparks.org
Contact Phone: 8477813637
Closing Date:
Salary: \$85,750 to \$104,750

Description:

Function

The Superintendent of Business oversees the day-to-day operation of the District's business department. The position is responsible for accounts receivable, accounts payable, budgeting, payroll, cash management, reconciliations, and financial statements.

Supervision Received

The Superintendent of Business functions under the direct supervision of the Director of Finance and Administration.

Supervision Exercised

The Superintendent of Business supervises three employees: Cash Control Associate, Disbursement Associate, and Billing Associate.

Responsibilities

Staff

Provide daily assistance and supervision.

Conduct staff meetings.

Coordinate training and development, including cross-training.

Provide mentoring for advancement.

Prepare and conduct performance reviews.

Audit

Ensure monthly, quarterly, and annual audits are completed as required.

Coordinate supporting documentation for the auditing firm as required.

Prepare statistical requirements per Government Finance Officers Association best practices.

Act as liaison for the District with the auditing firm.

General

Maintain and reconcile the general ledger and all subsidiary ledgers.

Prepare monthly, quarterly, and annual financial reports.

Ensure archiving of District reports.

Monitor membership/participation information as required.

Ensure accurate processing of all electronic billing functions.

Ensure archiving of patron documentation.

Assist the Director of Finance and Administration and other staff with the budget process.

Process monthly bank reconciliations.

Monitor the District's cash and investments.

Coordinate all banking correspondence.

Prepare District bond/interest payments for review/submission.

Prepare and process sales and payroll tax payments.

Attend staff meetings as scheduled.

Process and maintain all reports necessary to perform required tasks.

Prepare monthly journal entries as needed.

Prepare monthly board reports and other documentation as required.

Help improve business and district operations by developing new procedures.

Assist with proprietary software upgrades and database maintenance.

Recommend and ensure utilization of best practices.

Divisional

Have a complete understanding of all business staff positions and duties and be able to fill in for them as necessary.

Attend board meetings in the absence of the Director of Finance and Administration.

Perform any other projects or duties at the discretion Director of Finance and Administration.

Attend professional educational training and remain informed about current trends and responsibilities.

Serve on various district and departmental committees.

Be familiar with the district procedures necessary for accomplishing required tasks.

Experience

5-7 years of accounting or related field experience.

3-5 years of supervisory experience.

Experience with District software is desirable.

Education

Bachelor's degree in accounting required.

CPA or Master's degree preferred.

<https://hoffman-estates-park-district.breezy.hr/p/2a058ea1153c-superintendent-of-business>