



Superintendent of Finance

Wheeling Park District

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Closing Date:

Salary: 94,000 - 120,000

Description:

Wheeling Park District, incorporated in 1961, is located in northern Cook and southern Lake Counties, and is 27 miles northwest of downtown Chicago. The Park District serves a population of 42,828 residents living within the Village of Wheeling, and small portions of Prospect Heights, Buffalo Grove, and Arlington Heights. It encompasses an area of just over 8.5 square miles. The Park District is considered to be a primary government – providing a full range of recreation activities, public open space, recreational facilities, a full-service country club, and districtwide events for its communities.

Services provided include recreation programs, park management, capital development, and general administration. The Park District manages 21 sites on approximately 350 acres. Recreational facilities operated by the Park District include one undeveloped natural area, twelve parks, one sports complex, one outdoor aquatic center, one community recreation center, one indoor pool, a health and fitness center, a historical museum, two community gymnasiums (shared with Community Consolidated School District 21), a championship-quality 18 golf course and banquet facility, and driving range, as well as a number of softball/baseball fields, football and soccer fields, pickleball courts, playgrounds, and picnic shelters.

Job Title: Superintendent of Finance

Job Status: Full Time – Exempt

Division: Administrative Services

Position Summary

The Superintendent of Finance is responsible for the oversight of the District's finance and accounting procedures; including, but not limited to, accounts receivable, accounts payable, annual budget preparations and annual District audit process. The Superintendent of Finance is under the direct supervision of the Deputy Director, but is granted opportunities for independent supervision over full-time and part-time staff in related areas of responsibility.

Supervisory Responsibility

- FT Bookkeeper
- FT Accounting Clerk

- PT Account Receivable

Essential Job Duties

- Keep Deputy Director informed on all matters having a significant impact on the financial operations of the District.
- Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.
- Oversee accounting functions including accounts payable, cash receipts and accounts receivables. Ensure W2's, ACA forms, 1099's and other required forms are prepared and filed with appropriate governmental agencies meeting monthly, quarterly and annual requirements.
- Identifies ways to improve processing efficiency in all areas of accounting processes and implement changes.
- Make recommendations for changes and revisions; implements changes and revisions and notifies staff as appropriate.
- Seek, interpret and implement input from the public, employees, and vendors.
- Maintain positive public relations with vendors and coworkers.
- Oversee the administration of the purchase card program. Insure spending limits adhere to policy.
- Responsible for the yearly external audit and coordination of the audit schedule. Ensures the timely submission of all items on auditor's lists. Prepares or directs the preparation of the Letter of Transmittal, MD&A and statistical section of the Annual Financial Report.
- Maintains Fixed Assets files. Prepares audit journal entries to record acquisition, disposition and depreciation expense for the enterprise fund and Government Wide Financial Statements in accordance with GASB 34. Maintain AssetMAXX.
- Assist with the preparation of the Capital Replacement and Improvement Plan (CRIP).
- Oversee the reconciliations of all real accounts in the general ledger. Ensures bank reconciliations are completed on a monthly basis and in a timely manner.
- Oversees account reconciliations.
- Oversees journal entries.
- Maintain the financial records for the District and have financial statements available for staff. Prepare reports for Board of Commissioners. Prepare the monthly treasurer's report. Analyze statements, research and prepare correcting entries as needed.
- Prepares monthly sales tax returns. Coordinates changes in tax rates and rules with software and communicates changes in rates or policy to the appropriate staff. Review sales items to insure tax settings are proper.
- Responsible for verification and approval of all payroll entries into the general ledger.
- Maintain tables in subsystems used to interface to Financial Software (Works, Rec Trac, G1).
- Acts as the administrator for Incode Software including establishing security, setting up new users, maintaining chart of accounts and reports, and assisting staff with the use of the software. Analyze software updates and impact on operations and modify procedures as required.
- Work with all departments during software implementation and regular daily usage. Provides ongoing training to address issues and concerns of the departments.
- Advise and assists staff with financial issues and operating procedures.
- Assist with the development and implementation of finance and business policies and procedures. Communicate and train staff on new procedures.
- Manage the investment of funds, monitoring of cash levels and coordinating wire transfers to cover expenditures and debt payments.
- Assist all operations with the annual physical inventory.

- Coordinate the budget preparation including training staff, preparing budgets for assigned accounts and assists in the preparation of the Yearly Operating and Capital Budgets. Responsible for developing budget for areas of responsibility. Assists in the preparation of the Budget Ordinance for approval by the Board of Commissioners.
- Prepares the tax levy and debt issuances.
- Coordinate the annual rollover bond issuance.
- Oversees the semi-annual accumulation of surplus property for the agency, prepares/updates the surplus property ordinance.
- Oversees the archive storage of agency records including maintaining a database of stored records and coordinates the annual destruction of records after preparing paperwork and obtaining approval from the state.
- Oversees quarterly invoices for services provided under IGAs.
- Assist in the preparation of reports and special projects as requested.
- Utilizes the park district software on a daily basis.
- Contribute to a feedback-rich environment.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
- Strive for continuous improvement of systems and self.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Maintain good safety awareness and follow all safety guidelines and procedures.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.

Position Requirements

Must have a minimum of a Bachelor's Degree in accounting or finance with at least five (5) years of experience in a business-related field. Prior experience in managerial or governmental accounting strongly preferred. Must have a solid working knowledge of Microsoft Office Suite and be well versed with financial software, with a solid understanding of Generally Accepted Accounting Principles (GAAP) in fund accounting and accounting processes. Must have a working knowledge of budget preparation. Must have great problem solving, analytical, organizational, interpersonal and written and verbal communication skills.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

Working Conditions

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

Physical Requirements

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.
- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.

- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Rate of Pay:

\$94,000 - \$120,000 DOQ (dependent on qualifications)

Benefits:

In exchange for your time and talent, we offer a generous benefits package including:

Medical Insurance (Blue Cross Blue Shield HMO, or PPO)

Dental Insurance

Vision Insurance

Life Insurance

Pension/Benefit Plan (IMRF)

Deferred Compensation Plans

Flexible Spending Accounts (Section 125)

Eight (8) Paid Federal Holidays

Paid Vacation

Four (4) Floating Holidays

Twelve (12) Paid Sick Days

Tuition Reimbursement

Incentivized Wellness Plan

Health & Fitness Membership

Outdoor Pool Membership

Program and Facility Discounts

Apply Today - Please include Cover Letter and Resume

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=88101&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>

The Wheeling Park District is an Equal Opportunity Employer, and participates in E-Verify.