



## **Assistant Director of Business & Finance**

### **Champaign County Forest Preserve District**

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**Closing Date:**  
**Salary:** \$54,050 - \$78,281

#### **Description:**

## **The Big Picture**

The Champaign County Forest Preserves offer a unique opportunity to support the finance department responsible for the fiscal sustainability of over 4,000 acres of beautiful natural and recreational areas throughout Champaign County. We are in search of someone with the distinct capability to not only proficiently manage financial affairs but also to embody a commitment to the preservation and enhancement of our rich natural and cultural resources. As part of the dynamic team at the Forest Preserves, you will have the opportunity to contribute to the broader mission of conservation, education and compatible recreation.

## **Position Summary**

The Assistant Director of Business and Finance (AFD) works closely with the Business and Finance Director (BFD) to conduct or oversee all Forest Preserve financial operations, including accounting, auditing, budgeting, reporting and record keeping, and all information technology (IT) functions.

## **Supervisory Relationships**

Reports to the Business and Finance Director.

## **Job Responsibilities**

#### **Essential Functions**

- Supervises purchasing activities below the Executive Director purchasing limit, including identifying legal and appropriate purchasing methods, contracts development and management, and enforcement of purchasing policies.
- Oversees purchasing card program, including establishing and maintaining employee purchasing limits, and handling credit card issues.
- Prepares monthly and annual treasurer's and disbursement reports for Board of Commissioners approval and ad hoc reports as needed.

- Prepares standard monthly general journals for supervisor review, posting these when approved. Researches transactions for documentation of non-standard adjustments.
- Approves routine purchasing, cash receipt, and general journals for posting by purchasing and payroll assistant.
- Ensures that purchasing activities are properly recorded and accounted according to applicable policy and generally accepted accounting practices.
- Prepares accurate and timely monthly reconciliations for financial institution statements. Investigates and reports discrepancies between financials and bank statements.
- Ensures timely and accurate recording of deposits and billing for accounts receivable.
- Coordinates fixed asset inventories and recordkeeping with Planning Director. Processes all project/equipment transactions to ensure accurate fixed asset capitalization. Provides fixed asset reporting for annual audit.
- Reports problems with financial transaction processing promptly to vendors for resolution.
- Serves as member of internal committees as needed.
- Provide a high quality of internal and external customer service. Works to resolve vendor payment issues and to ensure timely delivery of goods and services for operations and projects.
- Assists with bank transfers, the preparation of financial estimates and projections, ensuring adequate and timely cash flow.
- Supports and serves as backup for the Business and Finance Director and others in their absence, including processing payroll, purchasing transactions, and check runs.

## Secondary Functions

- Provides accounting support to the Forest Preserve Friends Foundation, drafting monthly and annual financial reports as needed to meet federal and state reporting requirements.
- Identifies ways to improve processing efficiency in all accounting processes.
- Assists with development, training, and implementation of finance and business policies/procedures.
- Continues professional development to keep abreast of emerging technologies, methods and best practices in the field.
- Assists with setting department goals in alignment with the Forest Preserve's Strategic Plan.
- Attends meetings of the Board of Commissioners and other events as needed.
- Assists in the preparation of reports and implementation of special projects as requested.
- Performs other duties as assigned.

## Qualifications

### Minimum Education and Experience

- Bachelor's degree in accounting, finance, business administration with a major in accounting, or a closely related field of study desired.
- Must be experienced with computerized financial operations.
- Experience with local governmental accounting and budget operations desired.
- Proficiency with Microsoft Office required.

### Knowledge, Skills, and Abilities

- Knowledge of applicable federal and state procurement and finance statutes/regulations for local governments.
- Knowledge and ability to apply generally accepted accounting principles to Forest Preserve financial operations and transactions.
- Ability to use financial applications, including querying and using financial data.

- Ability to build and maintain effective working relationships throughout the Forest Preserves.
- Ability to represent the Forest Preserves in a professional manner and to establish and maintain good public relations with all staff, Board, stakeholders and the general public.
- Ability to exercise confidentiality.
- Excellent time management and prioritization skills; ability to work proactively and independently.
- Demonstrated ability to exercise sound judgment in solving problems and making decisions; ability to respond professionally to challenging or stressful situations.
- Excellent written and oral communication skills; ability to communicate clearly and concisely in a professional manner.
- Working knowledge of (or ability to gain) Forest Preserves ordinances, personnel and operational policies.
- Valid driver's license is required within six months of date of hire.
- CPR/AED and First Aid certification or the ability to obtain within 12 months of employment.

## 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.

**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.**

### 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.