



Assistant Finance Director

Glenview Park District

Contact Name: Sarah Bagley

Contact E-mail: sarah.bagley@glenviewpark.org

Contact Phone:

Closing Date: 2023-11-30

Salary: \$90,000-\$105,000 DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:
Assistant Finance Director

“Recreate” a better life with a career in the field of Parks & Recreation!

ABOUT US: The Glenview Park District is an independent local government agency that provides beautiful parks and outstanding recreational opportunities for the residents of Glenview, IL and beyond. Major facilities include a 170,000 sq. ft. community center, three aquatic centers, an 18-hole golf course with clubhouse and restaurant, a 9-hole golf course with platform tennis, a tennis club, an ice center, a 1920s dairy farm, an 1850s nature/history center, and newly renovated administrative offices. The District has over 100 full time employees, 300 year-around part time employees and another 500 summer / temporary employees.

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.

SCHEDULING & PAY: This is a full-time, salaried position. Hours are generally Monday through Friday 8:30am – 5pm, plus additional evening and weekend work as required. Target hiring range is \$90,000 to \$105,000 depending on qualifications. Some flexibility with remote work/hybrid (up to two days) and work hours.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage
- Vision Coverage
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE!

Visit us at www.glenviewparks.org – click on “Jobs” at the top of the page.
Application Deadline: November 30, 2023

FOR MORE INFORMATION

Sarah.bagley@glenviewparks.org

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*