



Director of Finance & Human Resources

Park District of La Grange

Contact Name: Jenny Bechtold

Contact E-mail: jennybechtold@pdlg.org

Contact Phone: 708-532-1762

Closing Date:

Salary: \$95,000 to \$115,000 DOQ

Description:

The Park District of La Grange is excited to announce an outstanding professional opportunity for the Director of Finance & Human Resources within our organization.

The Park District of La Grange serves a three-square mile area almost contiguous with the boundaries of the beautiful west suburban Village of La Grange. The park district maintains 66.7 acres of parkland at 11 locations and offers over 1500 recreation programs annually for its more than 15,000 residents. The agency's operating budget is approximately \$6 million, with 18 full-time and approximately 80 part-time and seasonal employees.

We are seeking an energetic and dedicated professional to join our team. The position comes with excellent benefits, such as health, vision, dental insurance, IMRF pension and facility discounts and usage benefits. We provide outstanding continuing education opportunities and a flexible working schedule. The Director of Finance and Human Resources is responsible for the overall administration and management of finance and accounting, human resources, as well as providing support to the agency's Information Technology (IT) third-party vendor. This position is a department head which oversees one Full Time staff, who support the finance, accounting and human resources.

Essential duties include to plan, organize, and control all general accounting and finance operations (including but not limited to general ledger, payroll, accounts payable, accounts receivable, cash management, program registration, investments, capital assets, bank reconciliations and payroll tax reporting). Generate and analyze monthly financial statements. Prepare and manage annual budget including monthly monitoring and reporting in accordance with appropriation levels. Prepare, publish, and file annual Levy, Truth in Taxation, and Budget and Appropriation ordinances as well as all financial and business operations reports as required by law. Serve as the key liaison to external auditors and prepare work sheets and assist auditor in annual District and special audits. Periodically review the agency's investment portfolio and recommend investment opportunities in accordance with District's investment policies. Serve as the District's "Disclosure Officer" responsible for enforcing the agency's debt issuance disclosures policy and procedures. Maintain accurate employment and personnel records including the IMRF pension records. Oversee the insurance program and annual open enrollment. Provide guidance in matters related to disability and leave. Prepare monthly board reports and other documentation as required. Help improve district operations by developing new

procedures.

Experience:

5-7 Years of accounting or related field experience

3-5 Years of supervisory experience

Experience with Incode, and RecTrac is desirable.

Education:

Bachelor's degree in accounting is required.

CPA, CPFO or Master's degree preferred.

The Park District of La Grange is an equal opportunity employer.

To apply email cover letter and resume to jennybechtold@pdlg.org. Visit pdlg.org to view the full job description.