



## **Superintendent of Finance**

### **Frankfort Park District**

**Contact Name:** Gina Hassett  
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**Closing Date:**  
**Salary:** \$75,000 + DOQ/year

#### **Description:**

The Frankfort Park District is seeking a Superintendent of Finance to join our team.

The Frankfort Park District owns and manages 270 acres of public property and provides recreational services to a community of 20,000 people. The agency's operating budget is approximately \$3.5 million, with 12 full-time and approximately 50 part-time and seasonal employees.

The Superintendent of Finance is responsible for recording and reporting financial operations of the Park District including bookkeeping, accounts payable and receivable, payroll, and employee benefit programs. This position is a department head which oversees two part-time staff members, who supports the finance, accounting and front-end registration services.

Essential duties include overseeing and recording all financial activity of the Park District, including but not limited to general ledger, accounts payable and receivables, payroll, cash management, investments, capital assets, credit card and bank reconciliations, payroll and payroll tax reporting. Preparing, publishing, and filing monthly financial reports, annual budget, annual Levy, Truth in Taxation, and all other reports as required by law. Serving as the liaison to external auditors by providing the required documents to assist auditor with the annual audit. Reviewing the agency's investment portfolio and recommending investment opportunities in accordance with District's investment policies. Overseeing the agency's debt issuance and disclosures policy and procedures. Ensuring accurate employment and personnel records including the IMRF pension records. Serving as the Benefits Coordinator for the health insurance program and annual open enrollment. Assisting and providing guidance to the Executive Director and Department Heads with employee matters (discipline actions, termination, leave of absences). Overseeing and assisting with the enforcement and development of policies and procedures to improve Park District operations.

#### **Skills and Education:**

5-7 Years of accounting or related field experience  
3-5 Years of supervisory experience  
Experience with ACS Thomson Reuter, Paychex and Active Net Software is desirable.  
Candidate should possess a degree in Business Administration, Accounting or related field, or an

equivalent combination of training and experience. Prior experience involving governmental finances, accounting, budgeting, financial forecasting, purchasing, and investments is preferred, as well as a comprehensive knowledge of federal and state laws, and local ordinances pertinent to finance, accounting, and purchasing. Candidate must be able to understand and operate computer equipment and financial software. CPR/AED/First Aid certified or willing to obtain.

The anticipated starting salary range for this position is \$75,000 and/or depending on qualifications and experience. Excellent benefits include health and life insurance and IMRF pension. We provide time off benefits which include 5 sick, 3 personal day, 10 holidays and vacation and bereavement days as defined in the Personnel Policy manual.

The Frankfort Park District is an equal opportunity employer. Position will remain open until it is filled.

To apply please email cover letter and resume to [ghassett@frankfortparks.org](mailto:ghassett@frankfortparks.org)