



Director of Finance

Fox Valley Park District

Contact Name: Jobs@fvpd.net

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Contact Phone:

Closing Date: 2024-02-25

Salary: \$125,000 DOQ

Description:

To apply please complete an online employment application on our

website: <https://www.foxvalleyparkdistrict.org>; **PLEASE INCLUDE RESUME AND COVER LETTER**
<https://foxvalleyparkdistricttileemployees.munisselfservice.com/employmentopportunities/default.aspx>

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 171 parks and 48 miles of interconnected regional trails amid 2,500 acres of parkland. Sharing the shores of the Fox River, our communities are united by the district's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District … Where Fun Begins!

The Fox Valley Park District is an Equal Opportunity Employer.

JOB SUMMARY

The principal function of the Finance Director is to provide administrative oversight to all operations and activities of the Finance Department including a budget control and accounting system, the audit, the property tax levy, debt management, the investment of District funds, purchasing and payroll. The nature of the work performed requires that the Finance Director establish and maintain effective working relationships and interface with other District employees, the District's Board of Commissioners, businesses, community and committee groups, outside auditors, state and federal officials, and the public. The Director of Finance position directs complex financial and accounting matters involving the operations of the District and is responsible for recommending, implementing, and maintaining policies and procedures affecting the financial management of the District. This position also serves as Treasurer to the Board of Commissioners, as Treasurer to the Fox Valley Park Foundation and assists the Executive Assistant as a secondary FOIA Officer. The Director of Finance reports to the Executive Director and directly and indirectly supervises full-time and part-time staff. This position may serve as acting Executive Director in the Executive Director's absence. This is an

at-will position.

EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's degree in accounting, finance, business administration, public administration, or a closely related field is required. An MS or MBA is highly desirable. Ten years of 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. Must possess excellent analytical skills to evaluate and recommend alternative actions with minimal direction and comprehensive skill in managing and coordinating diverse operations. Personnel management skills necessary to effectively plan, motivate, train, and supervise the work of professional and technical staff. Certification as a Parks and Recreation Professional a plus.