



Director of Finance

Champaign Park District

Contact Name: Heather Miller

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Closing Date:

Salary: \$90,000 - \$100,000

Description:

Summary

The *Director of Finance* is responsible for management and oversight of all financial operations of the Champaign Park District including developing the annual operating and capital budget to submit for the Distinguished Budget Award through the GFOA, supervision of accounts payable, payroll, program registration and maintenance, monthly reporting of the general ledger, and all banking functions. The *Director of Finance* also oversees Park District investments in a timely and profitable manner and develops monthly reports.

The *Director of Finance* also maintains the accounts and investments of the Champaign Parks Foundation on behalf of the Treasurer and generates monthly reports.

Qualifications

- Bachelor's Degree In Accounting or Finance or in a related field or eight (8) years of experience.
- Minimum of five (5) year's experience in government finance.
- Certified Public Accountant license and/or have a Master's in Business or Finance is preferred.
- Five (5) years of supervisory or staff management experience
- Excellent written and verbal communication skills.
- Demonstrated ability to problem solve efficiently and effectively.
- Experience in coaching and training staff
- Computer skills in Microsoft Windows and Microsoft Office Suite, Excel or similar programs.
- Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines.
- Valid Illinois driver's license with clean driving record.

Supervision

The *Director of Finance* is directly responsible to the Executive Director. The *Director of Finance* also works with the appointed Treasurer of the Champaign Park District Board of Commissioners and, supervises full-time and part-time staff.

Classification

- Exempt, salary

- Full-time

Training – Can be obtained through the Champaign Park District

- First Aid, AED, and CPR Certification
- Heads Up Concussion training
- Mandated reporter training
- Harassment prevention training
- Bloodborne pathogen training
- Recreation software system training
- Drivers training and test
- Facility training

Essential Functions

- Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of oneself, the public, fellow employees.
- Demonstrate a high level of professionalism and discretion in all interactions, including maintaining strict confidentiality regarding staff information, communications from supervisors, and conversations with parents or patrons. Uphold the Park District's policies and standards for data privacy and confidentiality at all times.
- Recommend and supervise the Park District's financial and accounting systems, ensuring compliance with generally accepted accounting principles (GAAP).
- Develop, recommend, and supervise the implementation of comprehensive budget systems, including coordination of operating and capital budgets, ensuring compliance with Government Finance Officers Association (GFOA) best practices.
- Coordinate purchasing of goods and services through the development, recommendation, and implementation of purchasing policies, procedures, and practices.
- Oversee the management of accounts payable and receivable, ensuring timely payments to vendors and collection of fees and other revenues.
- Oversee the management of the payroll process and ensure accurate and timely employee paychecks.
- Consult legal counsel to ensure policies comply with federal and state laws.
- Ensure the park district complies with all relevant financial reporting and taxation regulations.
- Prepare and present recommended tax levy and annual Budget and Appropriations Ordinance to the Executive Director and the Park Board of Commissioners.
- Analyze and prepare reports reflecting the financial condition and activities of the Park District, including long-range financial plans.
- Assist auditors in the performance of audits, ensuring compliance with audit goals and objectives.
- Audit W-4s, payroll balance sheets, quarterly filings, YTD earnings, etc.
- Work with financial consultant and bond counsel to determine bonding capacity and financing mechanisms.
- Secure rates for investment of funds, investing available funds in accordance with the Park District's Investment Policy.
- Update and implement all necessary business policies and accounting practices, improving the finance department's overall policy and procedure manual.
- Coordinate efforts of network vendor, point-of-sale/registration software vendor, and financial software vendor to ensure an efficient computer network that enhances customer service and provides proper accounting documentation.

- Communicate complex financial information clearly and concisely to diverse audiences, including the Board of Commissioners, the public, and park district staff.
- Hiring, train, develop and evaluate staff in the department.
- Stay informed about industry trends and maintain expertise in the principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing, and reporting functions.
- Comply with equal opportunity and harassment laws, policies and procedures.
- Other duties as assigned.

Physiological Considerations

- Ability to work with strict deadlines with frequent interruptions.
- Ability to work in an office environment, including prolonged periods of sitting, using a computer, and conducting meetings.

Environmental Considerations

- Ability to work under pressure with frequent interruptions while meeting deadlines for various projects.
- May be exposed to weather conditions at District events.
- May be asked to work nights and/or weekends.

The Champaign Park District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We are committed to providing a workplace that is free from discrimination and harassment of any kind. All employees are required to comply with our equal opportunity and harassment laws, policies, and procedures.

Benefits

- Health Insurance:
 - Provider: Health Alliance
 - 3 options: HMO Plan, Point of Service Plan (POS), Health Saving Account Plan (HSA)
 - The Park District pays 100% of full-time employee-only health insurance of the POS and HSA Plan and then 40% of dependent care
- Dental:
 - Provider: Kansas City Life
 - The District pays 100% of full-time employee-only standard dental insurance
 - There is a second option to buy up for more coverage in which the employee will contribute to
- Vision
 - Available to staff, paid by the employee
- Basic Term Life and AD&D
 - 1.5 times annual wages
 - \$0.00 paid by the employee, voluntary additional life insurance for employee, spouse and children are available, paid for by the employee
- Flexible Spending Account
 - Medical Plan
 - Dependent Care Plan
- Employee Assistance Program
 - 100% pay the Park District

- Disability Policy
 - IMRF disability is available after 30 days at 50% of salary. The employee must be employed 1 year before being eligible
- Retirement options:
 - IMRF Pension (employer contributes)
 - ICMA 457 Plan
 - ICMA Roth IRA
- Expense Reimbursement
 - \$100 annually for garments, steel toe boots, fitness, etc.
- Vacation Time
 - Twelve (12) days for the first four (4) years with an increasing accrual provided to employees. Employees can accrue up to 240 hours
- Sick Leave
 - One sick day per month accrued provided to employees
- Holidays
 - Ten (10) holidays per year provided to employees
- Personal Days
 - Two (2) personal days per year are provided to employees. Must be used in the fiscal year
- Free Membership
 - The Park District pays for employee only membership to the following places, upon request.
 - Leonhard Recreation Center, Sholem Aquatics Center, Martens Center, Bark District