



## **Assistant Finance Director**

### **Mundelein Park & Recreation Dist.**

**Contact Name:** Debbie McInerney

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**Closing Date:**

**Salary:** 67,462.40 - \$84,328.00, DOQ

#### **Description:**

Are you an experienced finance professional looking to grow in your field and work with an amazing team that provides top notch recreational programs for a wonderful community? If the answer is yes, then look no further. The Mundelein Park and Recreation District is excited to welcome a team member to fill our newly created Assistant Finance Director role.

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

The Assistant Finance Director will be responsible for the day-to-day operations of finance, specifically, accounting, accounts payable, and payroll. This includes technical accounting work, posting entries, reconciliations, and preparation of financial reports. This position will coordinate the fiscal year end processes and the preparation of the annual ACFR report, provide support with the annual budget development process and tax levy. Additionally, this position manages the finances for the Mundelein Parks Foundation and supervises the Business Services Manager and Accounts Payable Specialist.

#### **Qualifications – Education, Experience and Training**

Bachelor's degree in accounting, finance, business administration or a related field. A minimum of 3 to 5 years full-time accounting experience, governmental accounting preferred with a minimum of two years supervisory experience of full-time employees. Must be well versed with financial software (BS&A preferred), with a solid understanding of Generally Accepted Accounting Principles (GAAP) in fund accounting and accounting processes. Solid understanding of accounts payable and in-house payroll processing. Working knowledge of park district laws, reporting and legal filing requirements. Highly proficient in Microsoft Excel and a working knowledge of other Microsoft Office Suite programs required. Must have great problem solving, analytical, attention to detail, organizational, interpersonal, and written and verbal communication skills. CPR, First Aid and AED Certification required within 90 days of employment. Valid State of Illinois driver's license.

## **Pay, Benefits and Work Schedule**

This is a full-time, exempt level position. The Hiring Wage Range is \$67,462.40 - \$84,328.00, depending on qualifications. The full wage range is \$67,462.40 - \$101,193.60. The work schedule is typically Monday – Friday from 8:30 – 5:00, with flexibility as needed. Our full-time benefit package includes:

- Low premium Medical, Dental and Vision Insurance
- Paid incentive if medical coverage is not needed
- Flexible Spending Accounts - Health and Dependent Care
- Group Term Life Insurance 1 Year Salary (District paid)
- Voluntary Additional Life Insurance
- Employee Assistance Plan (District paid)
- IMRF Pension (Retirement and Disability)
- 457 Retirement Plans (Nationwide and The Standard)
- Paid Vacation, Personal, Sick and Holiday days
- Employee Wellness Program and Incentives
- Complimentary Fitness Membership and Aquatic Passes for you and your family
- Complimentary and discounted Recreation Programs and Group Lessons for you and your Family
- One complimentary round of golf per month at Steeple Chase Golf Club
- Tuition Reimbursement Program
- Discounted onsite Child Day Care, Before/After School Care, Preschool and Summer Day Camp

**Don't miss this opportunity, apply today at [www.mundeleinparks.org](http://www.mundeleinparks.org)**