



Assistant Director of Finance and Administration Cary Park District

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Closing Date:
Salary: \$64,735 - \$77,682 annually DOQ

Description:

Are you an experienced accounting professional with a passion for parks and recreation looking for a change? Cary Park District is located approximately 50 miles northwest of Chicago, Illinois and is one of the best places to live in Illinois. The Cary Park District is excited to welcome a new team member to fill the role of Assistant Director of Finance and Administration!

The Cary Park District was established in 1971 and provides exceptional recreation, parks and open space opportunities. The District has 47 parks and open space sites totaling 864 acres. The District operates a Community Center with fitness equipment and programming/meeting rooms including kitchen facilities. Outdoor facilities include playgrounds, a splash pad, athletic fields, an 18-hole disc golf course and a 6-hole "short course", picnic facilities, a dog park, a skate park, a prairie nature preserve, trails, and an outdoor amphitheater for concerts and movies. On June 18, 2022 the District opened Sunburst Bay Aquatic Facility which features the following: zero depth entry leisure pool, a variety of slides and water play features, a water walk, a current channel, eight 25 yard lane lap pool, diving boards, a climbing wall, accessible entry, cabanas, snack shack, a party room and two outdoor sand volleyball courts. The District owns Foxford Hills Golf Club and, through contracted management, operates the 18-hole golf course and lighted driving range. The District also operates preschool and before and after school programs.

The Assistant Director of Finance and Administration is an integral member of the team to reach these achievements.

The Assistant Director of Finance will be responsible for handling the technical accounting, financial reporting and ensuring compliance with regulatory requirements essential for supporting District-wide operations. This includes the coordination of month end processes, preparation of financial reports, coordination of the Annual Comprehensive Financial Report (ACFR), grant accounting and assistance with the annual budget. This role requires a detail-oriented individual with strong analytical skills, and a comprehensive understanding of financial principles and administrative processes. This position manages the finances for the Cary Park District's Park Foundation and the accounting for the District's golf club, Foxford Hills Golf Club.

Qualifications – Education and Experience

The ideal candidate will have a Bachelor's Degree in Accounting, Finance, Business Administration, or a related field; CPA certification preferred. Proven experience with the Annual Comprehensive Financial Report (ACFR), governmental accounting and a working knowledge of Generally Accepted Accounting Principles (GAAP) with at least four (4) to six (6) years of increasingly responsible experience. Proficiency in financial management software (MSI preferred); experience with implementation of a financial system is a plus. Proficient in park district laws, reporting and legal filing requirements. Strong analytical and problem-solving skills, with the ability to identify issues, evaluate alternatives, and implement effective solutions. Detail-oriented mindset with a focus on accuracy, integrity, and compliance in financial reporting and administrative processes. Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment. The candidate must possess a valid state of Illinois driver's license.

A detailed job description is available upon request.

Pay, Benefits and Work Schedule

This is a full-time, exempt level position. The Hiring Wage Range is \$64,735-\$77,682 annually DOQ. The full wage range is \$64,735 - \$90,629. The work schedule is typically 40 hours Monday thru Friday on-site, with a flexible start time of 8:00 am to 9:00 am including the option of a half an hour or hour lunch break to be agreed upon. After an agreed upon time, the qualified candidate may work 1 day remotely.

The Cary Park District prioritizes the health and wellness of our employees. The District is part of the Park District Risk Management Agency, an intergovernmental risk pool offering self-insured health coverage to over 150 Park Districts at an affordable cost.

Medical, Dental & Vision Insurance Plans

- The employee's contribution for their Medical, Dental with Orthodontics, Hearing & Vision premiums are 12%.
- Eligible staff have a choice of an HMO or PPO Plan. Plan options range from single, employee +child, employee + spouse, Employee + children, Family and Domestic Partner.
- Choice of Allowance or Managed Vision Plan.
- Employer paid Group Term Life Insurance
- Voluntary Additional Life Insurance
- Aflac supplemental insurance
- Employee Assistance Program: Connect you or your dependents to confidential counselling services at no additional charge.

In addition to your competitive salary, low premium Medical, Dental, Hearing and Vision Insurance packages, our full-time benefits package includes the following additional benefits:

- Facility Benefits: including, but not limited to, free use of the Fitness Center, Sunburst Bay Aquatic Center and Foxford Hills Golf Club.
- Program Benefits: Access to no cost or reduced cost Cary Park District programs.
- Flexibility: Work-life balance is a priority
- Illinois Municipal Retirement Fund (IMRF) Pension, Vacation, parental leave, PTO, paid holidays and safety days.
- IMRF Pension (Retirement & Disability), IMRF – additional voluntary contributions.
- 457(b) deferred compensation Retirement Plan (Nationwide)
- Paid Vacation, personal days, 2 floating holidays and 9 holidays.
- Positive Activities Towards Health Program through PDRMA in which employees can earn \$425 annually before taxes.

To take advantage of this opportunity, please click on the link below where you may submit your cover letter, resume and references to apply for this full-time position. The Cary Park District is an Equal Opportunity Employer and Drug Free Workplace.

<https://recruiting.paylocity.com/recruiting/jobs/Details/2307996/Cary-Park-District/Assistant-Director-of-Finance-and-Administration>