



Director of Finance and Personnel

Lindenhurst Park District

Contact Name: David Mohr Jr.

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Closing Date:

Salary: Salary Range \$74,200 - \$90,100, Target Hiring Salary \$82,150 DOQ

Description:

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The Lindenhurst Park District is excited to announce an opening for the new position of Director of Finance and Personnel. After over 30 years of service, our Business Manager is retiring at the end of August. If you're motivated and results-oriented, we want to hear from you!

JOB SUMMARY

Under the administrative direction of the Executive Director, the Director of Finance and Personnel is responsible for organizing, planning, implementing, supervising and maintaining the finances, employment benefits, human resources, contractual IT services and general office supplies of the Lindenhurst Park District.

JOB DUTIES Essential Duties and Responsibilities include the following (other duties may be assigned):

General Administration

- Responsible for administering the district's comprehensive insurance program through PDRMA.
- Serves as the Treasurer for the District.
- Serves as the authorized agent to IMRF.
- Serves as an Open Meeting Act Officer and Freedom of Information Act Officer.
- Responsible for operation and maintenance of information systems (computer hardware, software, and network).
- Manage and maintain office supplies for the district.

Budget/Finance

- Responsible for the operation of all accounting systems and records, including, but not limited to, cash management, revenues, expenditures, purchasing, inventory, capital assets, payroll, and personnel.
- Responsible for the development and maintenance of financial reporting systems to ensure the integrity of finances based on sound accounting practices, procedures and controls.
- Prepare and direct the presentation of financial reports and statements as required by law and consistent with district policies.
- Assist with capital funding proposals, debt obligation, and annual bond disclosure reporting.
- Responsible for financial trending and forecasting.

- Responsible for preparing the annual budget, working with the Executive Director, Department Heads, and presenting to the Executive Director and the Park Board.
- Coordinate and evaluate purchasing procedures.
- Act as the liaison to the auditors in preparation and successful completion of the annual audit.
- Maintain thorough knowledge of GASB and best practice accounting standards.

Personnel

- Plans and directs all employee benefit programs.
- Recommends and implements personnel policy changes accordingly.
- Responsible for and assist with onboarding and training procedures and personnel.
- Assist Department Heads and Staff with recruitment, supervision, and evaluation of personnel.
- Administers staff meetings and training programs and assists the districts PDRMA Safety Coordinator.
- Maintains an organized filing system for finances, insurance, required document storage, and employee benefits.

Public Relations

- Responds to questions from the public in a timely manner.
- Assists with questions, concerns, and complaints from the public resolving immediately whenever possible.
- Directs unresolved citizen concerns to appropriate staff immediately.
- Works with the Executive Director and Director of Marketing and Communications to ensure that all communications, including but not limited to, legal, bidding, proposals, taxes, elections.

Professional

- Maintain membership in significant professional organizations and participate in workshops, conferences, seminars, webinars, and programs designed to promote professional development.

Safety Responsibilities

- Actively support the safety program that will effectively control and reduce accidents.
- Obey all Park District and Departmental safety rules, regulations, and procedures established by the Lindenhurst Park District that are pertinent to the activities conducted by the department.
- Promptly resolve and/or report to Department Heads and Safety Coordinator all unsafe actions, practices, or conditions.
- Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.
- Attend and participate in required safety training.

JOB QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- The minimum requirement shall be a Bachelor's Degree from a recognized/accredited college or university in Business Administration, Recreation/Park Administration, or related field. Minimum five years of experience in related field.

Requirements

- Knowledge of, but not limited to, governmental fund accounting, budgeting, municipal government operations, data processing, risk management, fiscal resources, human resources, and audit policies and procedures.
- Knowledge and understanding of the Park District Code as well as local, state, and federal statutes and regulations.
- Possession of analytical, research and oral/written communication skills.
- Ability to interpret and convey financial information to district officials, professional staff, the public, and financial institutions.
- Ability to provide fiscal planning and advise the Executive Director on formulation of fiscal policy.
- Ability to organize and direct the work of professional, skilled and clerical employees.
- Ability to create reports and present to professional staff and elected officials.
- Ability to work with minimum supervision.
- Ability to produce accurate work on a timely basis.
- Ability to perform duties with initiative, sound judgement, persistence, creativity, integrity, tact, and courtesy.
- A valid Illinois or Wisconsin driver's license is required.

Benefits:

The Lindenhurst Park District offers a competitive and comprehensive benefits package including 100% employer paid health, dental, vision, and life insurance for full time employees. Additionally, the district offers paid holidays, personal days, vacation, and sick time.

How to Apply:

Please submit your resume and cover letter to Executive Director, David Mohr Jr. dmohr@lindenhurstparks.org; interviews for qualified candidates will begin July 8, 2024. No phone calls please. The target start date is between August 5-12, 2024, to allow for overlap and training with our retiring Business Manager.