



Financial Analyst

Village of Orland Park

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Closing Date: 2024-08-05

Salary: \$67,859 - \$95,004 DOQ

Description:

The Village of Orland Park, a progressive community of approximately 60,000 residents is a regional destination in the south suburbs and ranks #5 in total retail sales out of all of the Chicagoland Communities (excluding Chicago). A nucleus for prominent dining, entertainment, and social scenes, this distinguished community boasts a unique blend of historic neighborhoods, upscale residences, and ever broadening businesses, amidst more than 700 acres of beautifully manicured parks and open lands. In addition, Orland Park has received a number of accolades including: ranked as one of the Best Places to Live by Chicago Magazine (2013 & 2022), and Safest City in Illinois by Safety.com (2021). Our esteemed Recreation Department seeks a responsible, mature, collaborative individual to join our team as a **Financial Analyst**.

The Financial Analyst will apply principles of accounting to prepare and analyze financial information and perform a variety of standard and complex technical accounting, finance, and administrative assignments as it relates to the Recreation Department's multi-million dollar budget. Partnering with management, cross-functional teams, and finance department staff this position is key to our success in delivering premier Recreational Services including an aquatic center, two fitness centers, numerous special events, special recreation programming, and adult/youth programming for the community.

Key Responsibilities

Reporting to the Director of Recreation, this position works closely with all members of the Recreation management team as well as members of the Finance department and supervises and analyzes all accounting, budgeting and financial reporting activities for the Recreation Department; oversees all financial transactions for the Recreation Department's operating budgets; and analyzes, reviews, and tracks recreation related capital expenditures.

Develops the Recreation Department's annual budget, produces periodic budget reports, coordinates the budget process with department supervisors, establishes and maintains departmental budgetary timelines, analyzes and reviews submissions for accuracy and appropriateness, and coordinates with the Finance department.

Analyzes department expenses and revenues, develops revenue and expense reports, reports trends,

prepares forecasts and makes recommendations as appropriate and prepares monthly and quarterly reports for the Recreation Department's special events, programs, Sportsplex, Orland Park Health and Fitness, CPAC, and other department functions and business lines as needed.

Oversees daily financial operations, which include but are not limited to, reviewing expenditures, purchasing, payroll, revenue, cash, developing reports, maintaining records, and implementing controls. Develops, administers and oversees policies and procedures for handling cash, issuing purchase orders, check requests, petty cash and any other issues relating to financial matters. Maintains records on all of these processes and implements the proper internal control methodology.

Manages the accounting portion of the Recreation department's software systems and reconciles with the village's financial systems. In addition, this position requires occasional evening or weekend hours to assist with Village wide or departmental special events.

Qualifications, Knowledge, Skills

Bachelor's degree in Accounting, Finance or related field along with six (6) years of related experience is required. Municipal recreation department or park district finance/accounting experience is preferred. Advanced skill in Microsoft Excel is necessary. Experience with Active Net or other recreation software, in addition to Tyler Munis is preferred. Strong analytical abilities are required. Ability to maintain confidential information and work as a team with department members is also required. Strong organizational skills, the ability to prioritize work and meet deadlines is required.

This position also requires the ability to analyze financial information and provide recommendations as appropriate. In addition, must be able to coordinate financial tasks and provide direction to supervisory and other employees as needed. We also seek knowledge of and skill in government fund accounting, finance, budgeting and internal controls and a working knowledge of computerized financial systems.

CPRP is preferred.

Compensation & Benefits

Annual salary of \$67,859 - \$95,004 depending on qualifications. This full-time position is eligible for the Village of Orland Park's generous and comprehensive employee benefits program which includes four (4) medical insurance options, employer paid dental, vision, life insurance, discounted Sportsplex membership and an employee wellness program.

Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a voluntary 457(b) plan through Nationwide.

The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates are encouraged to apply in a timely manner by visiting our career portal at <https://www.orlandpark.org/jobs>.