



## **Business Manager**

### Tinley Park-Park District

**Contact Name:** Mary Ann Troc

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**Contact Phone:** 708-342-4203

**Closing Date:**

**Salary:** \$75,000 to \$95,000

#### **Description:**

**JOB SUMMARY:** Under the direction and supervision of the Executive Director, the Business Manager oversees the areas of finance, human resources, personnel, and information technology processes.

#### **CORE RESPONSIBILITIES:**

- Establish policies for fiscal controls and daily operation of the District
- Prepare reoccurring and/or ad-hoc reports as required by the Executive Director
- Assist in the preparation of short and long range financial planning
- Assist in the development and control of the annual operation budget
- Analyze financial data and create reports for the departments as needed
- Provide monthly operating statement and cash report for the second monthly board report
- Reconcile monthly bank statements and prepare monthly reconciling statements
- Prepare, file, and publish financial reports as required by law
- Prepare and file annual tax levy, budget and appropriation, prevailing wage rates ordinances and/or any other ordinances
- Supervise the semi-monthly Accounts Payable process, including, but not limited to, reviewing account coding versus budget coding, board approvals, actual payments versus budgeted amounts and checks
- Review bi-weekly payroll reports prior to payroll payments
- Review, create, and/or post daily income journals as well as periodic expense journals
- Prepare monthly Business Manager Board Reports, attend board meetings, and respond to Board member inquiries and requests as needed
- Manage cash flow and invest available cash
- Assist in preparation of annual bond disclosure
- Coordinate all District vendor agreements and contracts
- Maintain, move, and set up office and computer equipment
- Supervise the Human Resources Supervisor, Bookkeeper(s) and IT Specialist
- Complete annual performance evaluations and wage change recommendations for all supervised employees

- Process applicable transactions with complete understanding of department Cash handling Policy and Procedures

**Marginal or Additional Responsibilities:**

- Keep abreast of current and ongoing state, federal, and private matching funds programs that relate to park and recreation
- Keep current on the development of new state laws and general accounting changes
- Perform or assist with other projects or duties at the Executive Director's discretion

**LOCATION:** Tony Bettenhausen Recreation Center, 8125 W. 171st St, Tinley Park

**QUALIFICATIONS:**

- Bachelor's Degree in basic accounting or related field is required
- Five or more years of work experience in a related field is required
- Masters' Degree in Public Administration and/or CPA designation is desirable
- Strong organizational and problem-solving skills
- Exceptional communication skills – both oral and written
- Advanced understanding of government fund accounting
- Working knowledge of information systems, budgets, planning, and reporting systems
- General understanding of the Park District code, which includes Appropriation and Tax Levy Ordinance
- Excellent knowledge of accounting and math procedures

**INCENTIVES:** The annual salary for this full-time position ranges from \$75,000 to \$95,000 a year depending on the qualifications of the applicant. Full-time benefits include low-premium medical, dental, vision insurance; agency provided life insurance; IMRF retirement plan; generous PTO; health and wellness programs; complementary program registrations as well as complementary family memberships to Tinley Fitness, Tony Bettenhausen Recreation Center, Water Park, and Dog Park.

**ABOUT US:** The Tinley Park-Park District is an award-winning public agency that provides its 55,000 residents with a wide variety of recreation facilities, programs, events, parks, and open spaces. The Park District maintains over 40 parks, 33 ball fields, and several facilities, which include the Tony Bettenhausen Recreation Center, Tinley Fitness, White Water Canyon Water Park, Canine Campus Dog Park, Tinley Junction Miniature Golf & Batting Cages, Vogt Visual Arts Center, and the Tinley Park Performing Arts Center.