



Finance & Personnel Manager

Washington Park District

Contact Name: Brian Tibbs

Contact E-mail: btibbs@washingtonparkdistrict.com

Contact Phone: 309-444-9413

Closing Date: 2024-08-16

Salary: \$48,000-\$70,000

Description:

Come experience what Small Town...BIG FUN is all about. Washington is such a great town to live, work and play! We have a robust park district, great trail system, and excellent schools. We are an extremely safe town and have excellent proximity to all the things that big cities have. We have tremendous support from our ~16,000 residents for our parks, programs, and special events.

Due to an upcoming retirement, the Washington Park District is looking for a Finance and Personnel Manager.

Knowledge of accounting, budgeting, reporting processes, computer applications, internal audit and systems and control procedures. Knowledge of administrative techniques, oral and written communication skills. Ability to organize and supervise subordinate employees and maintain positive and effective working relationships with other employees.

Link to job announcement and description: <https://www.washingtonparkdistrict.com/about-us/employment>

Description: Under the direction of the Executive Director, the Finance & Personnel Manager shall be responsible for the management of all fiscal and personnel record keeping of the Park District operations. The normal workweek shall be as designated by the Executive Director as necessary to properly perform the duties of the job.

The Finance & Personnel Manager is a full-time employee expected to work 40 hours/week and sometimes additional time exceeding 40 hours/week. General work hours take place Monday through Friday, 8am through 5pm but some evening and weekend hours are expected due to the nature of the business.

Benefits: Health insurance, dental and vision plan, Illinois Municipal Retirement Fund with voluntary additional contribution available, paid vacation, major holidays off, family health club membership included, park program benefits for employee and family.

Submit an Application, Cover Letter and Resume to:

Washington Park District
Attn: Brian Tibbs
105 S. Spruce St.
Washington, IL 61571
309-444-9413
btibbs@washingtonparkdistrict.com

Deadline: Friday, August 16, 2024

Timeline: Interviews will be setup August 19-30th. A job offer will be made the week of September 3 and we hope the candidate can start work with us on or around October 1.

This person will shadow and work with our current employee for approximately 3 months until their retirement.