



## **Director of Finance**

### **Batavia Park District**

**Contact Name:** Lynn Boerman  
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**Closing Date:** 2024-11-01  
**Salary:** \$105,000 - \$120,000 (DOQ)

#### **Description:**

#### **About Us:**

The Batavia Park District has been named one of the **2023 Top Workplaces by the Chicago Tribune!** Our mission statement is committed to providing fun, safe and innovative open space and recreational opportunities that will enrich the quality of life for our residents. Apply and join our talented team!

The Batavia Park District was established in 1969 through voter referendum. Since its establishment, the Park District maintains and operates approximately 400 acres, comprised of 40 sites, skate park with pump track, a unique aquatic facility, a museum and a multitude of baseball and soccer fields and tennis and basketball courts. The Park District offers nearly 2,000 programs each year and serves roughly 95,000 participants through various recreational, arts, and environmental programs. Vibrant and charming, Batavia's Riverwalk (named one of the Midwest region's "Top 10" by the Chicago Tribune) is known for being a unique recreational area in the downtown area. The Batavia Park District is committed to excellence and is a leader in providing leisure experiences that enhance the quality of life for our community.

#### **Job Summary:**

The Director of Finance reports to the Executive Director and is responsible for overseeing the District's financial operation including; accounting, reporting, investments, bonds, payroll systems, regulatory compliance and the annual budget. Develops financial strategies to meet the goals of the District. This position oversees an annual budget of over \$11 million. This position directly supervises the Customer Relations Manager and Payroll & Accounts Payable Coordinator.

#### **Essential Functions:**

1. Oversee the District's financial softwares, including Paycor and Tyler ERP-Pro and implementation.
2. Develops and implements financial strategies to meet the overall vision and goals of the District.

3. Directs and coordinates the development of the District's budget, ensuring conformity to the goals of the District.
4. Assists in the development of the District's Capital Development Plan and long term capital and recreation program pricing financial models.
5. Administers banking functions which includes deposits, wire transfers, direct deposit, in-store credit accounts, employee purchasing cards and bank statement reconciliations.
6. Prepares and maintains all financial records and related reports.
7. Coordinates the annual audit with the District's independent auditors and prepares for the preparation of the District's Annual Comprehensive Financial Report.
8. Prepares annual tax levy, budget and appropriation ordinance, Treasurer's Report, and any other financial documents required by law.
9. Responsible for supervision, training and evaluation of the Customer Relations Manager and Payroll & Accounts Payable Coordinator.
10. Administers debt management and issuance including determination of bond type, appropriate sizing and timing.
11. Administers the District's investments in accordance with the investment policy and state statutes.
12. Responsible for reviewing and approving various journal entries entered into the District's financial system.
13. Oversee the establishment and maintenance of proper internal controls throughout the District.
14. Monitors the financial practices and fiscal policies of the District to ensure compliance with laws and procedures related to District financial operations.
15. Serves as a FOIA officer for the District.
16. Prepares presentation materials and highlight sheets for the Executive Director and Board communications.
17. Performs all jobs and tasks within guidelines and rules of District's safety program.
18. Manages the contractual services for the District's IT vendor and manage the District's IT budgets.
19. Oversees the development and the implementation of new IT projects.

**Education and Experience:**

This position requires a Bachelor's degree in Finance, Accounting, Business, Public Administration or related field required; Master's degree preferred and CPA or CPFO is highly desirable. A minimum of 5 years progressive work experience and supervisory experience required. Experience with fund accounting is mandatory.

**Knowledge, Skills, and Abilities:**

1. Knowledge of public finances and generally accepted accounting principles as applicable to governmental agencies, and ability to prepare and maintain District financial records in accordance with these principles.
2. Ability to analyze business practices and internal controls to develop and implement cost effective methods and safeguard District assets.
3. Familiarity with the Park District Code, and knowledge of legal regulations and requirements as related to District financial operations.
4. Working knowledge of the financial software, along with analytical skills necessary to assemble, maintain, organize and interpret data contained within the software.
5. Good knowledge of pertinent safety precautions and risk management procedures.
6. Ability to portray a professional image of the District.
7. Knowledge of basic financial management and the ability to develop budget figures and monitor departmental and project expenditures.
8. General computer skills including Microsoft Word and Excel.

9. Proven ability in establishing priorities, time and project management.
10. Ability to work independently, troubleshoot and problem solve.
11. Demonstrated skill in oral and written communication skills, business operations and accounting.
12. Ability to manage and lead staff.
13. Ability to work in a team atmosphere as a part of District's Leadership Team.
14. Understands and anticipates customer's needs as well as supports a customer service environment.

**Physical Demands/Work Environment:**

This position is required to work Monday through Friday, 40 hours a week along with participation in some activities, meetings and events. Attendance at Park Board Meetings 1x/month is required. This job is performed in a typical office environment. Requires full range of body motion including handling, lifting, and manual and finger dexterity. Requires frequent standing, bending and stooping for prolonged periods or sitting at a desk at a computer. Driving between facilities for meetings, trainings or events is also necessary. The employee must occasionally lift up to 35 pounds.

**Scheduling, pay and benefits**

**Full-Time, Exempt position**

**Hours:** M-F 8:30am-4:30pm - flexible work environment

**Salary Range:** \$105,000 - \$120,000 (DOQ)

**Excellent Benefit Package:** IMRF pension/retirement plan, Paid days off (vacation, sick, personal, holidays & floating holidays), medical, dental and life insurance, in-house park district activities for employee and family and much much more!

Equal Opportunity Employer