



Business Manager

Foss Park District

Contact Name: Brad Skof

Contact E-mail: bskof@fosspark-district.org

Contact Phone: 847-689-7480

Closing Date:

Salary: \$89,000 to \$136,000

Description:

Title: Business Manager

GENERAL STATEMENT OF DUTIES:

Directs the fiscal accounting of the district, responsible for the administration of the payroll, personnel, accounts payable, revenue collection, data processing, risk management and accounting functions of the district.

SUPERVISION EXERCISED:

Supervises both technical and clerical staff engaged in the financial and data processing activities of the District.

DUTIES AND RESPONSIBILITIES:

1. Serves as deputy treasurer, FOIA officer, and Illinois Municipal Retirement Fund Authorized Agent/ Determines and process reports for Social Security, IMRF, State and Federal withholding taxes and other required deductions and reports.
2. Responsible for the regular deposit and investment of district funds according to the cash management policy of the district. Prepares, in consultation with legal counsel and the financial advisors, necessary information and documents for sale of bonds.
3. Prepares Annual Budget, Appropriation Ordinance, Tax Levy ordinance and other related fiscal ordinances. Prepares and presents to Director and board regular financial reports and any financial reports as requested by Executive Director and the Board.
4. Responsible for the recruiting, training in supervision, and disciplining of employees within finance division as presented in personnel policy.
5. Assist Director with risk management policies and administration. Advises the Executive Director and Board in related matters of policy.
6. Participate in the districts risk management program to ensure that work performance and services provided are implemented in a safe manner.
7. Responsible for the accounting of the various funds of the district according to generally accepted accounting practices. Provides necessary records and reports to the district's auditing firm during the annual audit at the district's accounts. MSI is the current accounting software.
8. Responsible for the daily administration of the payroll, personnel, accounts payable, revenue collection, data processing, and accounting.

9. Prepares required State and Federal reports including Illinois State Tax and Federal Form, 1099.
10. Prepares bi-weekly payroll checks and payroll register. Reconciles payroll disbursement account. Paylocity is the current payroll provider.
11. Operates all standard office machines and basic computer systems.
12. Submit all accident reports to insurance provider.
13. Develop necessary forms and procedures to ensure accurate recording of revenues and expenditures from each of the facilities and various park district funds.
14. Due to the nature of this position confidentiality is required for sensitive materials and processes.
15. Maintain and administer all employee personnel material records.
16. Schedule all employee medical screenings.
17. Adhere and maintain Foss Park District quality standards.
18. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow.
19. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
20. Plans office layouts and initiates cost reduction programs.
21. Reviews personnel records to ensure completeness, accuracy, and timeliness.
22. Prepares activities reports for guidance of management.
23. Prepares employee ratings and conducts employee benefit and insurance programs.
24. Prepares organizational budget and monthly financial reports.
25. Hire and train clerical staff.
26. Compile, store, and retrieve managerial data.
27. Perform other related duties as required or assigned.

Education-

At least a Bachelor Degree in Business, Public Administration or Business School in accounting preferred.

Experience-

At least five (5) years of progressively responsible experience in a municipal accounting or finance position.

Knowledge and Abilities-

- Ability to supervise personnel.
- Ability to perform with a minimum of supervision.
- Ability to deal effectively and courteously with the public, vendors and fellow employees.
- Knowledge of municipal accounting and finance practices, state, and local financial procedures and law.

Licenses-

- Valid Driver's License

Physical Requirements-

Condition adequate to conduct on-site inspections of district facilities and operations.