



Superintendent of Business & Finance

Bolingbrook Park District

Contact Name: Debbie Chase

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Closing Date: 2025-01-09

Salary: Range: \$80,217 to \$90,244 depending on experience

Description:

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JOB SUMMARY

Under the supervision and direction of the Director of Business and Technology, this position is responsible for the orderly operations of the business office and manages the accounting and financial resource functions of the District

EDUCATION, EXPERIENCE & TRAINING

- Bachelor Degree in finance, business, accounting or related field
- At least five years of accounting management experience in governmental accounting management preferred
- Minimum two years of supervisory experience
- Valid driver's license and availability of a vehicle

KNOWLEDGE, SKILLS & ABILITIES

- Solid understanding of Generally Accepted Accounting Principles (GAAP)
- Solid understanding of financial reporting, disclosure and tax compliance requirements
- Solid understanding of accounting processes and functions of the business office
- Strong investment and money management knowledge are critical
- Strong verbal and written communication skills, including the ability to present information in a manner that others can easily comprehend
- Ability to work with minimal supervision, to solve problems, recognize priorities and produce accurate work in a timely manner

- Ability to perform required duties with initiative, good judgment, accuracy, persistence and integrity
- Ability to supervise, evaluate and develop business office staff
- Strong working knowledge of integrated accounting software systems and Microsoft Office Suite of programs
- Working knowledge of park district laws, reporting and legal filing requirements

DUTIES AND RESPONSIBILITIES

Essential Duties

- Establish and maintain a logical and integrated plan of financial operation, cash flow and reserve forecast.
- Manage and coordinate the investment of surplus funds with judgment, care and consideration of safety so as to maximize the rate of return in accordance with the District's investment policy.
- Establish and maintain a comprehensive accounting system on a sound business management basis, which meets all legal state and federal requirements and best practices recommended by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board.
- Work with Director of Business and Technology to maintain the chart of accounts structure with uniformity, following accounting standards.
- Work with the Director of Business & Technology and the Executive Director to develop and maintain the long-term debt structure of the District to meet the needs of the long-range capital plan. Manage the debt service structure, coordinate investment and payout of bond proceeds in accordance with federal and state statutes. Responsible to maintain status as Disclosure Officer.
- In conjunction with the Director of Business & Technology and the Executive Director, develop a budget plan that advances the mission of the organization. This includes meeting with the operation teams to review proposed budgets, analyze financial impact, develop recommendations to shape the final budget and present the financial overview to the Board of Commissioners for consideration. Superintendent is responsible for completing the Annual Budget and Appropriation Ordinance and the Annual Tax Levy.
- Develop and compile monthly financial forecast report, analysis and monitoring financial performance of operations.
- Improve, implement and maintain strong internal control structure to mitigate fraud, inappropriate financial transactions and reporting. Educate business office staff, management team and appropriate district staff on the internal control structure.
- Manage and coordinate annual financial audit with an independent auditing firm.
- Coordinate and execute the preparation of the Annual Comprehensive Financial Report and Annual Treasurer's report in accordance with governmental accounting standards and all state and federal requirements. Implement GASB requirements.
- Responsible for developing and providing monthly, quarterly and annual financial reports to the Administrative and Operations Teams, and for Board reporting purposes.
- Work with Director of Business & Technology to develop and recommend a long-range fiscal plan.
- Direct and oversee monthly reconciliation of all bank statements and real accounts of the general ledger.
- Manage utility contract negotiations for the District.
- Develop financial policies and procedures to meet the needs of the business while maintaining the integrity of our accounting system.
- Oversees all duties of the Accounting Supervisor to ensure the orderly operations of the

business office, including the supervision of accounts payable, payroll, cash receipts, accounts receivable, monthly billing functions, preparation and close of the month, fiscal year and any associated monthly and annual tax filings, including but not limited to Record Retention and Unclaimed Cash.

- Serve as an internal consultant to Department Heads, Managers and Supervisors on business matters including financing.
- Provide quality customer service to all District departments with an attitude that will facilitate team building and healthy working relationships.
- Hire, train, supervise and evaluate accounting personnel and create an environment for success.
- Perform other projects and duties at the discretion of the Director of Business and Technology.
- Abide by the Bolingbrook Park District dress code for your area
- Perform all job tasks within the rules and guidelines of the District's safety program
- Work as a team player with co-workers and in conjunction with other departments.

PHYSICAL REQUIREMENTS

Talking/Hearing: to communicate with staff and public; to talk on phone

Seeing: to obtain information from written materials; to work on a computer; to drive a vehicle

Sitting: while working at the computer; to drive a vehicle

Walking: to access fax and copier

Reaching: to write at desk; to retrieve files or manuals

Pulling/Pushing: to open drawers; to open doors

Stooping/Crouching: to retrieve files at lower levels

COGNITIVE CONSIDERATIONS

Must be able to maintain confidentiality. Must possess excellent math skills. Must be able to plan, direct and supervise staff. Must have the ability to prepare and administer a complex budget. Must be adaptable to changes in environment, responsibilities and organizational structure. Must be able to read, write, comprehend and organize materials. Must be able to understand financial software, POS software, time and attendance software and integration of all software related to the position. Must be able to understand Microsoft Office Suite software. Must be able to follow supervisor's direction. Must be able to add, subtract, multiply and divide. Must exhibit good safety awareness and judgment.

FLSA

This is a full time, salary, exempt position

IMRF

This position is required to participate in the Illinois Municipal Retirement Fund.

HOURS

The Superintendent of Business and Finance shall have no established hours, yet is expected to invest the time necessary to produce exceptional results.