



Director of Finance & Business Services

Buffalo Grove Park District

Contact Name: Scott Spitz

Contact E-mail: sspitz@bgparks.org

Contact Phone: 847-850-2143

Closing Date: 2025-02-14

Salary: Starting Salary Range: \$120,000 - \$150,000 annually, depending on experience and qualifications

Description:

The Buffalo Grove Park District is a cornerstone of the community, blending innovation with exceptional fiscal management. Serving a population of more than 43,000, the district encompasses 51 parks, nine facilities, and a dedicated team of 58 full-time staff and approximately 500 part-time and seasonal employees.

A testament to its financial stewardship, the district has earned 26 consecutive Certificates of Achievement for Excellence in Financial Reporting from the GFOA and holds a reaffirmed AA bond rating (2023). With a 2024–2025 budget of \$30.9 million, the district balances operational excellence with strategic investments to ensure long-term prosperity and quality of life for all residents.

Position Overview

The Director of Finance & Business Services is a high-impact leadership role at the core of our operations. This position offers a unique opportunity to shape the district's financial, operational, and organizational future while fostering a culture of innovation and continuous improvement.

Key Responsibilities

- **Financial Visionary:** Lead financial operations, including budgeting, forecasting, and reporting, ensuring alignment with strategic goals and fiscal sustainability.
- **Operational Strategist:** Drive excellence in Information Technology, Human Resources, and Risk Management by optimizing processes and mitigating risks.
- **Strategic Collaborator:** Partner with the executive team to develop and implement strategies that promote innovation, community engagement, and sustainable growth.
- **Workplace Architect:** Foster a culture of excellence, equity, and engagement to position the Park District as an employer of choice.
- **Compliance Champion:** Ensure all financial, HR, and operational practices align with regulatory standards and industry best practices.

What Sets Us Apart

We are a forward-thinking organization that fosters an environment where every team member can

thrive and drive meaningful change. Here's what makes us unique:

- **A Flexible Work Environment:** We understand the importance of work-life balance and provide the flexibility you need to succeed personally and professionally.
- **Commitment to Growth:** Through access to IPRA, NRPA, and leadership training programs, we invest in your development, ensuring you have the tools and knowledge to excel.
- **A Culture of Collaboration:** We embrace new ideas and diverse perspectives, creating a dynamic and innovative workplace where teamwork thrives.
- **Supportive Leadership:** Backed by a dedicated and supportive Board of Directors, we provide a strong foundation that empowers our team to achieve success.

Ideal Candidate

We are seeking a dynamic leader with the following qualifications:

- **Education & Experience:** Bachelor's degree in Business Administration, Finance, Human Resources, Public Administration, or related fields (Master's strongly preferred) and 7+ years of progressive leadership experience required. Experience in the public sector, particularly parks and recreation, is highly desirable.
- **Financial Expertise:** Proven success in financial stewardship, including budgeting, long-term planning, and achieving organizational goals.
- **Leadership & Vision:** A collaborative, forward-thinking leader who can manage diverse teams (IT, HR, Risk Management) while driving operational efficiency.
- **Key Attributes:**
 - o Passion for public service and commitment to enhancing community quality of life.
 - o Ability to balance strategic vision with tactical execution, aligning with the district's strategic goals.
 - o Accountability and dedication to fiscal and organizational sustainability.
 - o A desire to thrive in an innovative organization.

Salary & Benefits Information:

Starting Salary Range: \$120,000 - \$150,000 annually, depending on experience and qualifications

Benefits Provided:

- Medical Insurance (Blue Cross)
- Dental Insurance (Delta Dental)
- Vision Insurance
- Life Insurance
- Flexible Spending Account, Dependent Care Account, Commuter Account
- Post-employment healthcare account
- 457 account eligibility
- Generous paid time off benefits including paid parental leave
- IMRF Pension Eligibility upon hire
- Complimentary or discounted Park District Facility & Program benefits

Applications:

To apply, please visit our website at:

<https://buffalogrovecity.org/applytojob.com/apply/43RWWxYE9B/Director-Of-Finance-Business-Services?source=IPRA>

In addition to the application, please send a cover letter and resume to: jobs@bgparks.org by Friday,

February 14. The expected start date is on or around May 1, 2025.

For more information, contact Scott Spitz, Superintendent of Human Resources & Risk Management at 847-850-2143.