



## **Director of Finance and Administration** Cary Park District

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**Closing Date:**

**Salary:** \$100,672.00 - \$120,806.40 annually, depending on relevant experience and qualifications

### **Description:**

#### **Cary Park District**

**Position:** Director of Finance and Administration

**Hiring Range:** \$100,672.00 - \$120,806.40 annually, depending on relevant experience and qualifications

### **Introduction**

Established in 1971, the Cary Park District has grown to encompass 47 parks and open spaces, spanning 864 acres. The District has been recognized five times as a Distinguished Accredited Agency and 19 times for excellence in financial reporting.

At the Cary Park District, our mission is to provide exceptional recreation, parks, and open space opportunities that enhance the quality of life for our community. As part of our commitment to excellence, we are dedicated to fostering a welcoming and inclusive environment where residents can enjoy a wide range of recreational activities, both active and passive, in safe, well-maintained, and accessible spaces.

Guided by our vision, we aim to preserve the natural beauty, historical heritage, and unique character of the region, while delivering proactive and innovative services that meet the evolving needs of our community. Our focus on cooperation with local partners and progressive innovation allows us to achieve more for the community, ensuring that our offerings consistently deliver value and meet the high standards expected by those we serve.

Under the direction of the Executive Director, the Director of Finance and Administration oversees the daily operations and strategic direction of the Finance and Administration department and serves as Park District Board of Commissioners Treasurer. This role is responsible for managing all aspects of finance, accounting, and internal service operations, including human resources, information technology, and employee insurance. A successful individual in this role will ensure efficient financial practices, compliance, and operational excellence to support the Park District's mission and services.

## **Qualifications – Education and Experience**

- Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or related field; Master's Degree and/or CPA certification are preferred.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- A minimum of 5 years of relevant leadership experience required.
- Proficiency in financial management software; experience with implementation of a financial system is a plus.
- Thorough knowledge of budgeting, long-term planning, and achieving organizational goals.
- Experience with governmental accounting, reporting processes, annual audit, levy preparation, legal filing requirements, and park district laws is highly desirable.
- Detail-oriented mindset with a focus on accuracy, integrity, and compliance in financial reporting and administrative processes.
- Strong analytical and problem-solving skills, with the ability to identify issues, evaluate alternatives, and implement effective solutions.
- Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment.
- Lead, mentor, and manage department staff, fostering a collaborative and productive work environment while ensuring performance goals and professional development are met.
- The candidate must possess a valid state of Illinois driver's license.

*A detailed job description is available upon request.*

## **Work Schedule and Benefits**

- This is a full-time, exempt position, standard office schedule, with periodic evening commitments. Flexibility is required to accommodate organizational needs.
- Dedicated work from home day.

The Cary Park District prioritizes the health and wellness of our employees. The Park District is part of the Park District Risk Management Agency, an intergovernmental risk pool offering self-insured health coverage to over 150 agencies at an affordable cost.

- Choice of an HMO or PPO plan including medical, dental with orthodontics, hearing, vision, and employee assistance program. The employee is responsible for 12% of the premium.
- Employer paid group term life insurance with the option to purchase additional life insurance.
- Positive Activities Toward Health Program in which employees can earn up to \$225 annually before taxes.
- Optional Aflac supplemental insurance available.

In addition to your competitive salary and low premium insurance packages, other full-time benefits include:

- Facility Benefits: including, but not limited to, free use of the Fitness Center, Dog Park, Sunburst Bay Aquatic Center, and Foxford Hills Golf Club.
- Program Benefits: Access to no cost or reduced cost Cary Park District programs.
- Illinois Municipal Retirement Fund (IMRF) Pension.
- Vacation, parental leave, PTO, paid holidays and safety days.
- 457(b) deferred compensation retirement plan administered by Nationwide.

Join us in leading the way for parks and recreation in our region, as we strive to create lifelong opportunities for enjoyment, wellness, and community engagement!

To take advantage of this opportunity, please click [here](#) where you may submit your cover letter, resume and references.

The Cary Park District is an Equal Opportunity Employer and Drug Free Workplace.

