



## **Superintendent of Business Services (Finance & HR)**

### **Addison Park District**

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**Closing Date:**  
**Salary:** \$105,000 - \$120,000

**Description:**  
Superintendent of Business (Finance & HR)

To apply and view the full job description, please visit our website:  
[SUPERINTENDENT OF BUSINESS SERVICES - Addison, IL - Addison Park District Jobs](#)

**Work Hours:** Monday – Friday

### **Job Summary**

The **Superintendent of Business Services** leads the day-to-day operations of the Business Department, including Finance, Human Resources, Marketing, and Risk Management. Working closely with the Executive Director, this role will assist in planning, budgeting, leading, and implementing district-wide initiatives. This position directly supervises the Accounting Manager, HR & Risk Manager, and Sr. Manager of Marketing and Communications. The full-time position is exempt.

### **Qualification:**

Bachelor's degree in finance, Business, Public Administration or a related field. A master's degree is preferred. At least 5 years of related professional experience, with at least 3 years of staff supervision. Strong leadership, budgeting, finance, HR, and organizational development skills. Proficient in Microsoft Office (Word, Excel, PowerPoint). Skill with and the ability to learn various finance, payroll, human resources, and recreation software is needed. Knowledge of park district/public sector operations and policies. An Illinois driver's license is required for travel. Strong communication and decision-making skills are essential along with the ability to work independently, manage multiple tasks, and lead a team. The position demands flexibility, a positive attitude, and the ability to manage high-pressure situations.

### **Essential Duties & Responsibilities**

#### **General Administration**

Ensure compliance with legal requirements (Budget & Appropriation Ordinance, FOIA, OMA). Attend management and Board meetings, providing strategic input. Assist with developing operational procedures and reviewing policies to improve efficiency. Monitor departmental financial activities, assist with budgeting, and track projections. Requires attendance at Board meetings.