



## **Finance Supervisor**

### **River Forest Park District**

**Contact Name:** Michael Sletten

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**Closing Date:**

**Salary:** \$40.00/HR

#### **Description:**

**Working Hours:** The Finance Supervisor is a part time non-exempt position working 12-16 hours per week on agreed upon days. The scheduled work hours shall fall within the River Forest Park District administration office hours Monday – Friday, 8:30 AM to 4:30 PM.

**Summary:** The Finance Supervisor is responsible for all fiscal and employee health insurance aspects of the Park District, however, may be asked to assist with human resource and risk management as needed.

**Qualifications:** Bachelor's degree in accounting, business administration or closely related field. A minimum of 4 years of administrative experience with preference given to those individuals with a parks and recreation background. Advanced computer experience in Excel, Word, and QuickBooks. Experience in Paylocity payroll system preferred. A valid Illinois State Drivers License (Class A).

**Immediate Supervisor:** The Finance Supervisor reports to the Executive Director.

#### **Essential Functions:**

1. Prepare board reports, financial reports, administrative reports for the board and/or committee meetings.
2. Works with the Auditors to prepare the Annual Audit.
3. Communicate with the Executive Director regularly on Park District matters.
4. Providing necessary documentation for the annual appropriation ordinance, levy, and budget.
5. Maintain a logical and integrated plan for the financial operation, cash flow, and long-range forecasts.
  - a. Maintain a complete accounting system, which meets all legal requirements and the American Institute of Certified Public Accountants guidelines.
  - b. Administer the review and balancing of the general ledger, and revenue and expense reports.
  - c. Administer accounts receivables/payables, including check processing and bank reconciliation.
6. Maintain a chart of accounts for all revenue and expenditure items with sufficient description as to enable personnel receiving revenue or requisitioning service, supplies, and materials to properly and correctly assign account code numbers.
7. Manage the Assetmaxx Inventory System for the Park District's capitalized assets.

8. Monitor all accounting computer systems and report and deficiencies to the proper authority.
9. Administer payroll and employee benefits.
  - a. Manage Paylocity payroll system for full time, part time, and seasonal staff.
  - b. Notify health care provider of the addition on new full time or part time employees into the health plan.
  - c. Coordinate with the Executive Director selection of health plans.
  - d. Manage the monthly phone allowance for eligible employees.
10. Promote a quality loss control/safety program for the Park District.
11. Demonstrate exceptional customer service skills in all communications.
12. Perform any duties as assigned by the Executive Director.

**Marginal Functions:**

1. Perform duties of the Finance Supervisor as needed.
2. Attend Park District meetings as necessary.

**Psychological Considerations:**

1. Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
3. Must be able to function effectively in a fast-paced environment.
4. Must be able to deal with people under stressful and demanding situations.

**Physiological Considerations:**

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 25 pounds.

**Environmental Considerations:** May be exposed to elements when driving to meetings. Most activities are performed indoors; these conditions include lighting and temperature.

**Cognitive Considerations:** The Finance Supervisor must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.