



Director of Finance & Personnel

Bourbonnais Township Park District

Contact Name: Mike O'Shea

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Closing Date:

Salary: \$64,567 - \$89,139

Description:

Position Description:

The Director of Finance & Personnel is responsible for a variety of functions, including, but not limited to, the preparation of the agency's fiscal year budget, budget appropriation & tax levy ordinances, all facets of financial monthly accounting and reporting, preliminary work associated with the annual audit, payroll, employee benefits, and human resources.

Qualifications:

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Proven accounting or HR experience, preferably as an accounts receivable clerk, accounts payable clerk or payroll clerk. Familiarity with bookkeeping and basic accounting procedures. The requirements listed below are representative of the knowledge, skill and or ability required.

Preference would be given for a Bachelor's degree in accounting, finance and or human resources. Minimum 2 years of progressively responsible financial and human resource experience.

Essential Duties and Responsibilities:

- Performs and oversees all required agency's accounting functions, including, but not limited to, accounts payable and receivables, payroll, cash & local property tax receipts, fixed assets listing and bonding records of the agency.
- Works closely with the Board Treasurer on the preparation of the annual tax levy, budget & appropriation ordinance, and any other financial document critical to the financial operation of the Park District.
- Works closely with the Executive Director with the development, presentation, and implementation of the agency's annual budget process.
- Works closely with the District's Board Treasurer with all monthly reporting - preparing a summary of the financial picture for the Board of Commissioners.
- Works closely with the District's Board Treasurer preparing all facets of the agency's finances for the annual audit
- Files all appropriate tax forms and reports with appropriate government agencies
- In collaboration with the Executive Director establishes guidelines for purchasing of supplies, materials within agency regulations, state, and federal mandates

- Along with the IT Coordinator, reviews, recommends, maintains major business systems necessary to support the agency's financial & personnel recordkeeping & reporting
- In collaboration with the Executive Director, recommends, designs and implement any necessary internal controls to ensure financial security
- Maintains the official personnel files for the agency to ensure the accuracy of employee documentation throughout their tenure
- Assists all agency staff, responsible for employee management, with recruitment, hiring, new & rehire employee orientations, performance evaluations, personnel management, and separations.
- Performs all Park District employee payroll processing, maintains all personnel and payroll records.
 - Be familiar with district wide safety procedures as set by the Park District's safety committee
 - Fully understand and follow the guidelines for any State and Federal, existing and or new law(s), pertaining to employee rights, welfare, benefits, and management.
- Ability to accept responsibilities and work in an independent and organized manner
 - Work is subject to inside/outside environmental conditions
 - Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds
 - Must be able to stand or be seated for extended periods throughout the workday.
- Other Duties as assigned by the Executive Director