



## **Director of Finance**

### **Hoffman Estates Park District**

**Contact Name:** Amy Rivas  
**Contact E-mail:** arivas@heparks.org  
**Contact Phone:** 847-781-3634  
**Closing Date:**  
**Salary:** \$125,000 - \$150,000

#### **Description:**

The Hoffman Estates Park District (HEParks), a multi award-winning park district, recently earned the Class IV Gold Medal at this year's NRPA conference and secured its third NRPA CAPRA accreditation. In the previous year, we achieved our fifth IAPD/IPRA accreditation and our ninth GFOA Award for Excellence in Financial Reporting. We stand unparalleled in the state of Illinois with both overall state and national accreditations combined with gold medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, more than 80 parks and athletic fields. Among our amenities are two recreation centers, a two-sheet ice arena, an 18-hole golf course with a Toptracer facility, and a remarkable 100,000+ sq ft fitness center (the Club). We take pride in offering the very best in the park district services and facilities.

The Hoffman Estates Park District is a proactive equal-opportunity employer.

#### **Position Summary**

The Director of Finance is responsible for the oversight of the District's finance and accounting procedures, including, but not limited to, accounts receivable, accounts payable, annual budget preparations, and the annual District audit process. The Director of Finance is under the direct supervision of the Executive Director but is granted opportunities for independent supervision over full-time staff.

#### **Essential Job Duties**

- Inform the Executive Director on all matters having a significant impact on the financial operations of the District.
- Hire, train, manage, lead, coach, discipline, and evaluate assigned staff.
- Lead an effective and efficient department and ensure the District operates in accordance with Department of Labor laws and District policies and procedures.
- Oversee accounting functions including accounts payable, payroll liability payment, cash receipts, accounts receivables, billing, and monthly journal entries.

- Identify and make recommendations to improve processes in all areas of accounting and finance efficiencies and relevant District policies and procedures; implement changes and notify staff as appropriate.
- Maintain positive public relations and provide exceptional customer service both internally and externally, seeking input and implementing suggestions where appropriate.
- Responsible for the yearly external audit and coordination of the audit schedule. Ensure the timely submission of the audit. Prepare or direct the preparation of the Letter of Transmittal, MD&A and statistical section of the Comprehensive Annual Financial Report.
- Maintain Fixed Assets files. Prepare audit journal entries to record acquisition, disposition (in accordance with surplus property ordinances) and depreciation expense for the Government Wide Financial Statements in accordance with GASB 34.
- Assist with the preparation of the Capital Replacement and Improvement Plan.
- Oversee the reconciliations of all accounts in the general ledger. Ensure bank reconciliations are completed on a monthly basis and in a timely manner.
- Maintain the financial records for the District and have financial statements available for staff. Prepare the monthly warrant list. Analyze statements, research and prepare correcting entries as needed. Meet with staff to discuss anomalies.
- Prepare monthly sales tax returns.
- Responsible for verification and approval of all payroll journal entries into the general ledger.
- Act as the administrator for BS&A Software including maintaining chart of accounts and reports and assisting staff with the use of the software. Analyze software updates and their impact on operations, and modify procedures as required.
- Manage the investment of funds, monitoring of cash flow and coordinating wire transfers to cover expenditures and debt payments.
- Oversee monthly physical inventories.
- Coordinate the budget preparation including training staff, preparing budgets for assigned accounts and assisting in the preparation of the yearly operating and capital budgets.
- Prepare annual Budget & Appropriation Ordinance and coordinate public hearing.
- Prepare annual tax levy.
- Coordinate the annual rollover bond issuance and any required District funding alternative or general bonds.
- Assist in the preparation of reports and special projects as requested.
- Perform the job safely and in compliance with Park District policies, procedures, work and safety rules. Maintain good safety awareness and follow all safety guidelines and procedures.
- All other duties as directed by the Executive Director.

### **Position Requirements**

- Must have a minimum of a bachelor's degree in accounting or finance with at least five (5) years of experience. Prior experience in managerial or governmental accounting.
- Must have a solid working knowledge of Office 365 and be well-versed with financial software, preferably BS&A, with a solid understanding of Generally Accepted Accounting Principles (GAAP) in fund accounting and Governmental Accounting Standards Board (GASB) standards.
- Must have a working knowledge of budget and audit preparation.
- Must have excellent problem-solving, analytical, organizational, interpersonal, written and verbal communication skills.
- A Certified Public Accountant (CPA) is strongly recommended and preferred.

### **Skills and Abilities**

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.

- CPR/AED certification or be able to earn within 60 days.

### **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

### **Working Conditions**

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

**Job Status:** Full Time – Exempt

**Division:** Business

**Primary Work Location:** Triphahn Center

**Reports To:** Executive Director

**Supervisory Responsibility:** 3 FT Accounting Staff