



Superintendent of Finance

Winnetka Park District

Contact Name: Elizabeth Dostert

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Closing Date:

Salary: \$125,000 - \$138,000

Description:

DESCRIPTION: The Superintendent of Finance serves as the District's senior financial officer and is responsible for the accuracy, integrity, and compliance of all financial, budgetary, and statutory financial operations of the District. The position provides strategic financial leadership; ensures compliance with all applicable local, state, and federal laws and regulations; and safeguards public funds through sound internal controls, oversight, and reporting. The Superintendent of Finance is accountable for producing timely, complete, and accurate financial information for executive leadership, the Board of Commissioners, auditors, regulatory agencies, and the public. The position reports directly to the Executive Director and is a member of the Administration Leadership team.

QUALIFICATIONS:

Experience:

- Minimum of 5 years of progressively responsible managerial and administrative experience in governmental finance, accounting, or fiscal administration (e.g., Business Manager, Controller, Accounting Manager, Superintendent of Finance, or related position). Experience in a similar position at a park district, municipality, or governmental agency is strongly preferred.
- Demonstrated expertise in fund accounting, Governmental Accounting Standards Board (GASB) standards, and Generally Accepted Accounting Principles (GAAP). Experience in required in purchasing and procurement compliance, investments, cash management and banking relationships, budget preparation and administration, preparation of appropriation and tax levy ordinances, as well as other financial statutory requirements, and coordination of annual external audits.

Knowledge, Skills, and Abilities:

- Proven ability to produce accurate, timely, and verifiable financial work products with minimal executive intervention.
- Strong understanding of internal controls, risk management, and fiduciary responsibility. Ability to anticipate financial risks and compliance requirements and address them proactively.
- Demonstrated supervisory and leadership skills, including delegation, staff development, and accountability.

- Strong written, verbal, and presentation skills, including the ability to clearly explain complex financial information to non-financial audiences.
- Ability to work effectively and professionally with staff, executive leadership, auditors, vendors, and the Board of Commissioners.
- High degree of professional judgment, discretion, and attention to detail.

Education and Certifications:

Bachelor's degree in Accounting, Public Administration, Business Administration, or related field is required. Master's degree in Accounting, Finance, Public Administration, or related field preferred. Designation as a certified public accountant (CPA) is preferred. Certified Parks and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) preferred. Must obtain and maintain CPR/AED and First Aid certifications within 6 months of hire. Must possess a valid Illinois Driver's License, Class D.

KEY RESPONSIBILITIES:

- Establish, maintain, and oversee agency accounting, reporting, and financial control systems pursuant to GASB, GAAP, and applicable laws.
- Ensure the accuracy, completeness, and timeliness of all financial records, reports, ordinances, and statutory filings.
- Serve as primary liaison to external auditors and coordinate the annual audit process.
- Perform or oversee internal review and audit functions to ensure compliance, accuracy, and adherence to internal controls.
- Manage all banking relationships, cash flow, investments, and debt-related activities in accordance with Board policy and state law.
- Safeguard District assets through sound cash management and investment practices.
- Direct and manage the Park District's annual operating and capital budget from development through adoption and ongoing monitoring.
- Prepare and oversee all budget, appropriation, and levy-related documentation and ordinances.
- Conduct long-range financial forecasting and support the District's multi-year capital improvement planning.
- Provide regular financial trend analysis, projections, and risk assessments to the Executive Director.
- Oversee the purchasing and procurement functions of the Park District to ensure legal compliance and fiscal responsibility.
- Hire, train, supervise, and evaluate Finance Department staff.
- Establish clear expectations, workflows, and verification processes to ensure accountability and accuracy of financial work products prior to submission or publication.
- Maintain current and effective written procedures and internal controls documentation.
- Collaborate with department heads to ensure financial practices, reporting, and controls are understood, followed, and aligned across the organization.
- Develop and maintain cross-training and documentation to ensure continuity of critical financial functions and minimize operational risk during absences or transitions.
- Review fiscal, financial, and procurement-related policies and recommend updates to the Executive Director and Board of Commissioners as needed to ensure legal compliance, best practices, and alignment with District operations.
- Attends Park Board meetings, committee meetings, and community meetings as required.
- Prepare accurate and complete financial reports and presentations for Board and executive review.
- Respond to Board and executive inquiries with verified and well-supported financial information.
- Identify, assess, and promptly escalate financial, compliance, or operational risks to the Executive Director, along with recommended mitigation strategies.

- Demonstrate the highest standards of professional ethics, integrity, and stewardship in the management of public funds.
- Performs other duties as assigned by the Executive Director.

PAY AND BENEFIT INFORMATION:

This job falls in pay grade 9. The target hiring range for this position is \$125,000 to \$138,000 per year depending on qualifications. This is an exempt position that is not eligible for overtime pay.

Click here to view a list of **Full-Time Benefits**

Click here for the full job description: **Superintendent of Finance**

Click here to **Apply Online**

At the Winnetka Park District, we believe in fostering a workplace where everyone feels valued, respected, and empowered. We are an equal opportunity employer.

If you have any questions, please contact our Human Resources Director, Elizabeth Dostert (edostert@winpark.org).