



Accounting Manager

Gurnee Park District

Contact Name: Nicole May

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Closing Date:

Salary: \$75,000-\$85,000

Description:

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Under direction from the Director of Business Services, the Accounting Manager plans, coordinates, and manages the accounting and finance functions, which includes general accounting, payables, payroll, grants, treasury, debt, fixed assets, and financial accounting information system.

Responsibilities include financial reporting, analysis, audit management, and compliance. This position exercises direct and indirect supervision over professional level staff within Business Services.

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ESSENTIAL FUNCTIONS OF THE JOB

Financial Management

- Plans, coordinates, manages the accounting functions; supervises assigned business services staff and oversees their work to ensure accuracy; performs the more complex tasks in general accounting, payables, payroll, grant, treasury, debt, fixed assets, and financial software. Responsible for the operation of all accounting systems and records, including, but not limited to, cash receipts, expenditures, investments, purchasing, inventory, assets, payroll and other procedures necessary to the efficient operation of the District.
- Supervises and prepares all accounting functions including journal entries and bank reconciliation, account reconciliation, for a timely and accurate month-end close, year-end close, audits, and reporting. Reviews and analyzes month end data, monitors and reports on revenue, expenditure, and variances from budget. Prepares monthly financial reports for submittal to the Board of Park Commissioners and Leadership Team and other groups as needed. Prepares routine and special reports as directed by the Director of Business Services.
- Supports District operations by analyzing and interpreting complex or ambiguous data, and using independent judgment in order to develop recommendations, providing detailed program and data analysis, drafting reports and presentations for senior management and Executive Director, working with department heads to review their specific needs related to data gathering and statistical reporting and maintaining dashboards.

- Coordinates annual audit by the independent external auditors. Prepares for it throughout the year by maintaining fixed assets and depreciation schedules, payroll data and such. Assists with the review of Annual Comprehensive Financial Report (ACFR). Takes a lead on Popular Annual Financial Report (PAFR) and assists with GFOA's Budget Document submission. Prepares the annual Treasurer's Report, working cash documents, and all state and federal reports as required in accordance with the Park District Code. Conduct internal audits throughout the year to verify conformity with financial procedures throughout the District. This includes use records, ticket sales, merchandise sales and rentals with spontaneous on-site audits of cash receipts and procedures for all Park District facilities.
- Ensures compliance with District filings including but not limited to W2, 1099s, sales and use tax, 940, and 941.
- Manages payroll, including approving, reviewing PayCom tasks and data to ensure accuracy and compliance before payroll is submitted. Manages retirement and flexible spending accounts by administering the plan, updating personnel and such as needed.
- Keeps current with labor, IMRF, tax, retirement and other benefits, and accounting regulations and methods that must be implemented with our accounting and payroll system.
- Assists in establishing and maintaining General Ledger accounts in accounting system. Provides assistance in the setup, maintenance and training on computer systems as it relates to registration, budget, financial and payroll applications. Remains current in technologies essential for effective project development and management.
- Assists all facilities in maintaining proper reporting procedures and reporting of cash receipts. Provides excellent internal and external customer service.
- Oversees maintenance of procurement card and other business accounts issuances, account status and billing. Assist with p card reconciliation.
- Assists the Director of Business Services in ensuring all appropriate financial policies and procedures are created, reviewed, updated, and adhered to.

Other

- Assists the Executive Director and Director of Business Services in the coordinating of Park District's short-term and long-term plans and ensure they remain updated and relevant.
- Assists with coordinating the submission, monitoring and tracking of Park District's accreditation efforts at both state and national levels.
- Serve as a designated FOIA Officer for the Park District.
- Manages the Park District election information and packets and acts as the recording administrator at the monthly board meetings.
- Coordinates the annual NRPA metrics submission for the Park District.
- Assists with appropriate storage and disposal of old records as needed.
- Attends and assists with special projects and events and serves on committees upon request.
- Performs other Park District related functions as directed by the Director of Business Service

Qualifications

QUALIFICATIONS

Education: Bachelor's Degree in Accounting, Finance or closely related field.

Experience: A minimum of 3 years of progressively responsible finance experience working with other people. Supervisory experience is required. Previous experience of fund accounting and government finance is preferred.

Skills/Competencies: Knowledge of office technologies, Microsoft Office applications, financial

accounting principles and practices, budgetary and financial reporting and statements, grant management, compliance, internal controls, public finance, payroll management, accounts payables and accounts receivables functions, government finance, GAAFR, GAAP, and GASB.

- Ability to plan, assign, supervise, and review the work of staff working in accounting, payroll, treasury and grant activities; to prepare and present timely, accurate financial reports; to analyze, problem-solve, interpret applicable laws, rules policies and procedures, and to continually improve operational efficiency and effectiveness; to communicate clearly in both oral and writing; and to establish and maintain effective working relationships

Certifications: Valid driver's license. Certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment

We believe in taking care of our team and supporting our members both professionally and personally. As a valued addition to our team, you'll enjoy a comprehensive benefits package dependent on your role. Check out our offerings [here](#).

PHYSICAL DEMANDS

- Frequently – Sitting, walking, standing
- Occasionally – Climbing, balancing, stooping and kneeling
- Strength – Work requires handling average weight (up to 50 lbs.) materials or equipment
- Normal office conditions for majority of work. May include variation in temperature.
- May be exposed to occasional inclement weather, as position requires temporary outdoor work.

GENERAL STATEMENT OF POLICIES, SAFETY, ETC.

It is expected that all Gurnee Park District Staff comply with the policies and procedures as set forth by the Gurnee Park District Board of Commissioners. Resources that outline these policies and procedures include the Personnel Policy Manual, Safety Manual, Departmental Manual, Area or Job Specific Manuals and other written or verbal procedures as provided by your supervisor. As all situations cannot be documented even in manuals such as these, it is further expected that your actions as an employee are always performed with safety in mind, respect of your fellow staff and customers in mind, and at the direction of your supervisor. The Gurnee Park District has developed the SOFFI Customer Service Standards as a guide to our agency's expectations and recommendations for successful work behavior. It is expected that all staff learn and understand these policies and procedures