



Finance and Personnel Project Specialist

Arlington Heights Park District

Contact Name: Stephenie Gualano
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Closing Date:
Salary: \$53,000-\$58,000 DOQ

Description:

We're seeking a friendly, highly organized, detail-orientated professional to support the Park District's departmental operations in the areas of finance and human resources. In this role, you'll handle a variety of responsibilities from maintaining records, preparing reports and coordinating projects! If you enjoy being a part of a collaborative team this could be a great fit!

A typical schedule is Monday - Friday 8:00am - 4:30pm.

The salary range for this position is \$50,599 - \$70,276, with a hiring range of \$53,000 - \$58,000 DOQ.

JOB SPECIFIC INFORMATION:

General Administration

- Prepares and processes a variety of documents, forms, reports, special projects, and maintains and updates departmental records including the HRIS
- Maintains telephone reference and staff contact lists and detailed history of changes to phone services and accounts
- Assists with projects, research, and surveys
- Serves as a Notary Public for the Park District
- Assists with Commission for Accreditation of Park and Recreation Agencies (CAPRA)
- Serves as back-up for reporting repair requests for fire alarms, DSL and phone service and maintains detailed repair logs
- Maintains files for Certificates of Insurance received from vendors and contractors and maintains the annual issuance of PDRMA Certificates of Coverage for the District
- Files and maintains all incident and accident reports and tracks them accordingly
- Updates and maintains a variety of records, including vehicle licensing and title transfers, and maintains the inventory of office machines, other than computers, for the District
- Prepares purchase orders and orders materials and supplies, as directed

- Prepares annual open purchase order agreements with vendors and maintains authorized buyers' lists
- Answers the telephone and gives general information in response to public or vendor inquiries
- Maintains stock of office supplies for the suite
- Sorts, indexes and files materials alphabetically, numerically and geographically
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned, which may be considered essential

Finance

- Edits and formats monthly Voucher List of Bills and P-Card Voucher List for Board approval
- Proofs and formats the department's monthly reports and budget summaries
- Assists with the annual budget preparation, proofing, printing and distribution
- Submits copies of the Comprehensive Annual Financial Report to Cook County, the State of Illinois Comptroller, MSRB, Moody's and others, as requested
- Assists with record retention and record destruction

Human Resources

- Maintains full-time personnel files
- May assist with I-9 verifications for all park district staff
- Updates job descriptions, in conjunction with the Superintendent of Human Resources

SKILLS AND QUALIFICATIONS:

- High school graduate or G.E.D. supplemented by studies in business or office administration
- Minimum of two to three years experience performing administrative or clerical office work
- Or, any equivalent combination of education, experience and training
- Valid Illinois Class "D" Driver's License

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

To be considered, apply at <https://ahpd.bamboohr.com/careers/260>