



Director of Finance

Downers Grove Park District

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Closing Date:
Salary: \$130,000 to \$150,000

Description:

Downers Grove Park District
Full-Time | Exempt
Salary: \$130,000 – \$150,000 DOQ

Position Summary

The Downers Grove Park District is seeking a strategic, detail-oriented, and collaborative leader to serve as Director of Finance. This key leadership role oversees the District's financial operations, including budgeting, accounting, tax levy administration, investments, debt management, payroll, billing and receivables oversight, internal controls, and financial reporting.

The Director of Finance leads the Finance Department and serves as a trusted advisor to the Executive Director, leadership team, and Board of Commissioners. This position plays a critical role in ensuring fiscal responsibility, transparency, compliance, and long-term financial sustainability.

Why Join Us

The Downers Grove Park District offers quality parks, facilities, and programs for people of all ages to enjoy and explore. With 48 parks, a recreation center, history museum, nature center, golf course, community center, and more, there is something for everyone.

Benefits include:

- Health, dental, and vision insurance
- 5 weeks of vacation
- Personal and sick time
- IMRF participation
- Retirement savings plan
- Employee assistance program
- Free/discounted recreation programs for employees and household family members
- Free fitness membership to 4500 Fitness

Learn more at dgparks.org.

Essential Duties and Responsibilities

- Lead all financial operations of the District
- Direct the annual budget and appropriation process and present recommendations to the Board of Commissioners
- Administer the District's tax levy process and ensure compliance with Illinois Truth in Taxation requirements
- Oversee accounting, fund reporting, and financial statement preparation in accordance with governmental accounting standards and GASB guidance
- Prepare monthly and annual financial reports, coordinate the annual audit, and oversee preparation of the Annual Comprehensive Financial Report (ACFR)
- Monitor revenues and expenditures to ensure alignment with approved budgets and long-term financial plans
- Manage investments, debt service, bond issuances, and capital financing strategies
- Advise the Executive Director and Board on capital planning, debt options, and the financial impact of major initiatives
- Develop, implement, and monitor sound financial policies, procedures, and internal controls
- Oversee payroll operations, including seasonal workforce processing, IMRF reporting, payroll tax compliance, and FLSA compliance
- Oversee billing, receivables, deposits, cash handling controls, and reconciliation between recreation/billing systems and financial records
- Supervise finance staff, including hiring, training, evaluation, mentoring, and professional development
- Serve as liaison with auditors, financial institutions, consultants, and other external partners
- Provide clear, accurate, and transparent financial analysis to support organizational decision-making

Qualifications

- Bachelor's degree in finance, accounting, business administration, or a related field
- CPA or MBA preferred
- Minimum of 10 years of progressively responsible experience in finance, accounting, or related areas, including at least 3 years in senior-level management
- Experience in local government finance, park districts, municipalities, or similar public sector organizations preferred
- Strong knowledge of governmental accounting, fund accounting, GASB requirements, budgeting, tax levy administration, and financial best practices
- Experience with payroll administration, IMRF reporting, internal controls, audits, and financial compliance
- Experience overseeing billing, receivables, revenue controls, and financial system reconciliations.
- Strong understanding of debt management, capital financing, and long-range financial planning
- Exceptional leadership, analytical, organizational, and communication skills
- High level of integrity, sound judgment, and attention to detail
- Proficient in Microsoft Office Suite and financial management systems
- Valid Illinois Driver's License, or ability to obtain within three months if currently out of state

Schedule

Full-time, 40 hours per week. Occasional evenings and weekends may be required for Board meetings, audits, or District events.

Downers Grove Park District is an Equal Opportunity Employer.

