



Superintendent of Finance & HR

Salt Creek Rural Park District

Contact Name: Diane Hilgers
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Closing Date:
Salary: \$84,500-\$95,000

Description:

The Salt Creek Park District is seeking a highly organized, results-driven professional to serve as our Superintendent of Finance & HR. This role calls for a collaborative, energetic leader who thrives in a dynamic, family-friendly environment. With opportunities for future growth, this position is ideal for candidates eager to expand their leadership experience and advance their career.

Typical work schedule is M-F 8-4:30pm

The salary range for this position is \$84,500 - 95,000, with hiring range of \$84,500 - \$90,000 DOQ.

Under the direct supervision of the Executive Director, the Superintendent of Finance/HR serves as a trusted advisor to the district and is responsible for coordinating, developing, and administering all accounting processes and procedures, as well as all budgetary needs. Job responsibilities include Budgeting, Payroll, Human Resources, Accounts Payable/Receivable, Annual Audit, Government Reporting, Long-range Financial planning, Financial Reports, as well as all other Park District financial information.

Qualifications

Proven leadership experience in finance and human resources. Exceptional communication and interpersonal skills. Commitment to organizational success. Strong analytical skills with a high level of accuracy and attention to detail. Preferred bachelor's degree in accounting, finance, business administration, or related field. A minimum of five (5) years of administrative experience in municipal or public accounting is preferred. A thorough knowledge of computer-based accounting systems and financial management is required, as well as familiarity with Illinois Park District Code and statutes regarding local government fund balance accounting.

Finance - Duties and Responsibilities

- Lead all financial operations of the district.
- Daily journal entries using QuickBooks.
- Bi-weekly payrolls using Paychex software.
- Troubleshoot day-to-day problems and provide training as needed.

- Prepare documents including Tax Levy, Resolutions, Ordinances, Treasurer's Reports, and Warrants.
- Assist Department Heads and Executive Director in preparation of the annual budget and proposes procedures and methods to facilitate budget preparation. Compile annual budget for Board approval.
- Coordinate annual bonding, update cash flow projections and summary of Capital Expenditures.
- Oversee activities related to annual audit and work with Auditor for completion.
- Prepare monthly financial reports for submittal to the Board of Commissioners and Staff.
- Manage/review/prepare monthly bank statement reconciliation for all accounts.
- Prepare journal entries as necessary: month end and year end.
- Maintain accurate balances of cash on deposit in all bank accounts and funds.
- Gain knowledge and understanding of Park District policies and procedures and that they are adhered to at all times.

Human Resources - Duties and Responsibilities

- Supervises Administrative and HR Assistant
- Coordinate new-employee onboarding, including hiring paperwork, orientation, and initial system access.
 - Reviews and submits payroll to ensure information is accurate
 - Collect, submit, and track criminal background checks for employees.
 - Maintains accurate reports and details for the park district participation in the Illinois Municipal Retirement Fund.
 - Files and maintains all incident and accident reports and tracks them accordingly
 - Handles annual registration for Medical, Dental and Vision Insurance
 - Oversees the Personnel Policy Manual as the authoritative source for laborlaw compliance, ensuring that all Park District policies, procedures, and employment practices align with existing and newly enacted federal, state, and local regulations

Marginal Functions:

- Attend staff and in-service training meetings.
- Attend professional conferences, webinars and workshops to promote knowledge in related areas of responsibility.
- Provide assistance to Technology staff related to accounting applications.
- Maintain relations with other agencies/municipal governments to exchange information on accounting procedures.

Psychological & Cognitive considerations:

- Ability to handle multiple tasks, quick transitions between duties each day, and varied work schedule each week.
- Ability to work with individuals in a professional; empathetic and respectful manner, maintain a positive attitude, high moral standard in public places. Ability to maintain discipline, communicate rules and regulations and use good judgment in keeping with the Park District Mission.
- Must have the ability to work with others in stressful situations.
- Must exhibit good problems solving abilities and use good judgment.
- Must be able to prioritize tasks in fast paced environment.
- The Superintendent of Finance / HR must be highly organized and have the ability to prioritize administrative projects, multi-task and be extremely detailed.

Physiological Considerations:

- Capable of communicating and working with all levels of Park District staff.
- Ability to work under stressful conditions solving problems comprehensively and producing accurate work in a timely manner.
- Ability to maintain self-control and composure in difficult situations.
- Sitting for sustained periods of time while completing work at desk, or workstations.
- Ability to handle mental stress in order to cope with deadlines.

Environmental Consideration:

- Must be able to work independently but also in an office of daily activity.

Other Terms of Employment:

- Full-Time Employment & Benefits Package as stated in the Salt Creek Rural Park District Personnel Policy Manual.
- Serves as a Notary Public for the Park District
- FOIA Officer
- Opportunity to engage in Park District special events will be needed throughout the year.

Work Environment

- Will be in a collaborative office setting with team-focused synergy. The employee will need to maintain a neat and orderly workspace.

Work Hours/Work Week:

- Normal work week will be designated by the Executive Director as necessary to properly perform the duties of the job. A minimum of 40 hours must be achieved.

The following benefits are included in the position:

- Medical, dental and life insurance program
- Enrollment in the IMRF Retirement Plan
- Membership dues for IPRA, SPRA and various workshops/conferences.
- Vacation, personal, holidays and sick days.
- Longevity awards
- Free Golf and Program Discounts

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