



Accounting & Human Resource Supervisor Itasca Park District

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Closing Date:

Salary: \$62,000 - \$75,000

Description:

The Itasca Park District is looking to find someone who is innovative, organized, flexible, dynamic, willing to multi-task, and work at a fast pace! You will be working with a close-knit team who has a dedication to parks & recreation, and having fun.

Interviews will occur as applications are received, so apply soon by clicking [here](#)

The Accounting & Human Resource Supervisor will assist and supervise financial, insurance, and personnel functions as it relates to the Itasca Park District, under the direct supervision of the Superintendent of Finance, Personnel & IT. Main responsibilities include, but are not limited to: HR functions, payroll processing, accounts payable, safety and policy support, Recording Secretary of the Board of Commissioners and will assist in other areas as needed. General work hours are a minimum of 40 hours a week. General work hours take place Monday through Friday, with designated evening and weekend hours.

Itasca is a 9,500 resident community, west of Chicago. The District is governed by a 5 member Board of Commissioners and employs 15 Full -Time and over 200 Part-Time Employees, with a \$6M annual budget. The District is a 3X Gold Medal Award Winning Agency and boasts 144 acres of parks, 8 playgrounds, nature center, bird sanctuary, athletic fields, softball complex, waterpark, museum and 50,000 sqft, Recreation & Fitness Center. Annually, 76,300 participate in programs and events; 300,000 visit parks; and 370,000 visit the Recreation Center.

The District is committed to the future by being innovative, proactive and evolving; while remaining inspired by the communities' past. This is reflected in district led projects; including, redevelopment of the Itasca Softball Complex and Ray Franzen Bird Sanctuary - 2025; preservation and restoration of the oldest publicly owned building in the community....The Itasca Train Depot; the \$4M Itasca Waterpark Redevelopment - 2021; recently re-developed Benson Park - 2025; and the current 10,000 sq ft addition to the Itasca Recreation & Fitness Center with a Grand Opening on Sat, April 4. The district is a leader among local taxing bodies, businesses and community groups; looked to for creative ways to work together for the benefit of the community. Through over 20 intergovernmental

agreements and 50 public-private partnerships/sponsorship, the District has provided the community cost and energy savings, improved quality of life and wellness, and improved access to all.

Essential Duties & Responsibilities:

General Administration:

Assist with the implementation of the overall policies, procedures and programs of the District, for employees, volunteers, contractors and patrons.

Support the Risk Manager/Safety Coordinator as it relates to the safety and risk management functions for employees, volunteers, contractors and patrons. Maintain familiarity with Local/State/Federal Law Compliance.

Perform all other duties as directed by the Superintendent of Finance, Personnel & IT, Superintendent of Recreation & Facilities and the Executive Director.

Human Resource:

Assist in the compliance and maintenance of District policies and procedures.

Manage confidential records and information.

Maintain and update personnel related forms and reports.

Coordinate employee screening, interviewing, hiring, disciplinary, and termination process.

Input personnel information into payroll system.

Process bi-weekly payroll and communicate with provider.

Maintain familiarity with State/Federal Labor Law compliance

Maintain records of in-service training programs as needed.

Accounting:

Assist with the accounting systems, and records, including, but not limited to receipts, expenditures, purchasing, inventory, assets, payroll and other procedures necessary to the efficient operation of the district.

Process and maintain accounts payable invoices on a weekly basis or as needed.

Maintain the accuracy of purchase orders in the purchase order and filing system.

Maintain the accuracy of assets

Prepare and maintain invoices and accounts receivable.

Cash handling, deposits, and month end procedures as necessary.

Assist and prepare in preparation of the annual audit.

Board Recording Secretary:

Attends all Board Meetings (Regular and Special) and records minutes from such.

Prepares formal minutes of each meeting and submits to Executive Director in a timely manner.

Assembles and prepares Monthly Board Meeting Packets.

Qualifications:

Applicant must be 21 years or older.

Experience in finance, personnel, payroll processing, and registration within the Illinois Municipal/Park District world a must.

A bachelor's degree in business administration, Recreation/Park Administration, or related field and/or a minimum of three years full-time progressive work experience in the park and recreation industry.

The individual should possess friendly and effective interpersonal, written, verbal, and telephone communication skills.

Individual must be familiar with Microsoft Office applications and able to learn other software

packages.

Familiarity with BS&A Financial Software and Paycom a plus.

The individual should have the ability to plan, organize, supervise, and lead part/full-time staff.

A valid Illinois driver's license and current vehicle insurance is required.

Other certifications may be required as deemed necessary.

FLSA Classification:	Full-Time, Exempt
Department:	Administration
Employee Benefit Status:	Full-time
Immediate Supervisor:	Superintendent of Finance, Personnel & IT

[Click for full list of benefits](#)

[Apply Here](#)