



Full Time Assistant Director of Finance

Fox Valley Park District

Contact Name: John Goll

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Closing Date:

Salary: \$80,500 - \$103,885/YR DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 172 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

JOB SUMMARY

Under the direction and supervision of the Director of Finance, the Assistant Director of Finance is responsible for the general ledger and maintaining proper, accurate and articulate records related to investments, purchasing, capital project expenditures, expenditures, payroll records and reports, and other financial information. This individual is responsible for supervising the Finance Accounting Specialist, Accounts Payable Clerk, Payroll Specialist, Accounting Assistant and Senior Accountant at the Cole Center Administration Office. The general work hours are Monday – Friday 8:00 am to 4:30 pm. Flexible hours and limited remote work is available. This is an exempt, at-will position.

QUALIFICATIONS

A Bachelor's degree in accounting, finance, or a closely related field is required. CPA or MBA is preferred. Minimum 5 years of experience in governmental accounting is required along with previous management experience. Experience with cash management, accounts payable, auditing practices, budgeting, purchasing, payroll processing, taxes, investments and an extensive knowledge of accounting is required. Must have the ability to understand and be proficient with financial applications and systems. In-depth knowledge of GAAP and GASB is required. Strong computer and analytical skills, both financial and operational, are required.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>