



Director of Business

Des Plaines Park District

Contact Name: Nicole Dale
Contact E-mail: nicole.dale@dpparks.org
Contact Phone: 847-391-5092
Closing Date:
Salary: \$120,000-\$150,000

Description:

Due to an upcoming retirement, we are recruiting for a Director of Business! To apply, please visit dpparks.org and click on the Jobs link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Director of Business
Grade: 18; \$120,000-\$150,000 DOQ
FLSA: Exempt
Department: Business

SUPERVISORY RELATIONSHIPS

Reports to: Executive Director
Supervises: IT Manager, Senior Accountant, Accounts Payable Associate

BASIC FUNCTION

The Director of Business is responsible for the management of the District's financial operations, supervising all park district business functions and administering the information technology program.

ESSENTIAL DUTIES

1. Oversee the operation of all accounting systems, records and related detail, including but not limited to receipts, expenditures, general books of account, personnel records, purchasing records and systems and such other detail procedures as are necessary to the efficient conduct of various departments.
2. Coordinate the preparation of the budget and the control of expenditures within the budget framework of all departments for the Director.

3. Prepare studies and conducts projections which may have impact on the future ability of the Park District to meet its obligations.
4. Act as the Park District liaison to the auditors in the preparation
5. Prepares and/or directs the preparation of board summaries, monthly financial reports, periodic and special reports.
6. Prepare tax levy and filing of legal requirements.
7. Recommend personnel policy changes as needed.
8. Hire, train, supervise and evaluate full-time, part-time and seasonal Business employees.
9. Develop and oversee Park District inventory statistics including fixed assets.
10. Oversee technology needs for the Park District, including but not limited to TCP/IP networking, DSL configuration and Network configurations. Review software needs on a yearly basis.
11. Oversee cash controls at all District revenue facilities.
12. Review insurance and liability provisions of the Park District's contracts.
13. Prepare financial document for Comprehensive Annual Financial Report
14. Ensure compliance with GASB and state/county financial legal requirements.
15. Oversee investments and revenue polity to ensure District is maximizing its flow.
16. Performs all payroll operations with Paycom, IMRF oversight, or equivalent in the Absences of the Director of Admin.
17. In the Absences of Director of Admin assists the Executive Director with any personnel issues that may arise.
18. Handles all Grant documentation, collection, and reporting including but not limited to OSLAD, PARC Grants, Impact Fees, and misc. grants.

OTHER DUTIES

1. Attends and participates in Park District Board meetings.
2. Coordinate and assists with Special Events.
3. Attend training sessions for professional development.
4. Act as District liaison with related groups, Illinois Municipal Retirement Fund, PDRMA and related professional organizations
5. Director of Administration and Director of Business will navigate legal issues regarding PDRMA Property Claims, subpoena, or Legal actions.
6. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
7. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
8. Perform additional duties as assigned by the Executive Director.
9. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS

Education: Bachelor's Degree in Accounting or related field

Experience: Eight years related experience. Strong computer technology background.

Certifications: CPR and First Aid Certification, *Classes available through Park District*, Valid Illinois Driver's License, CPA or CPFO preferred

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)

- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts