



Superintendent of Finance and Business Services

Mokena Community Park District

Contact Name: Greg Vitale

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Closing Date:

Salary: Anticipated starting salary of \$78,804.87 - \$98,500.00, depending on qualifications

Description:

The Mokena Community Park District owns 256 acres of property, serves a region of over 20 square miles and provides recreational services to a population of approximately 23,000 people. We have a recreation center, program center, splash park, historic farm, dog park, disc golf course, and 21 park sites. The agency's operating budget is approximately \$4.6 million, with 20 full-time and approximately 70 part-time and seasonal employees.

The Supt. of Finance and Business Services is responsible for recording and reporting financial operations of the Park District including bookkeeping, accounts payable and receivable, payroll, and employee benefit programs. This position is a department head which oversees one full time and one part-time staff member, who supports the finance, accounting and human resources functions.

Essential duties:

Overseeing and recording all financial activity of the Park District, including but not limited to general ledger, accounts payable and receivables, payroll, cash management, investments, capital assets, credit card and bank reconciliations and payroll tax reporting. Preparing, publishing, and filing monthly financial reports, annual budget, annual Levy, Truth in Taxation, and all other reports as required by law. Serving as the liaison to external auditors by providing the required documents to assist auditor with the annual audit. Reviewing the agency's investment portfolio and recommending investment opportunities in accordance with District's investment policies. Overseeing the agency's debt issuance and disclosures policy and procedures. Ensuring accurate employment and personnel records including the IMRF pension records. Serving as the Benefits Coordinator for the health insurance program and annual open enrollment. Assisting and providing guidance to the Executive Director and Department Heads with employee matters (discipline actions, termination, leave of absences). Overseeing and assisting with the enforcement and development of policies and procedures to improve Park District operations.

Experience:

5-7 Years of accounting or related field experience

3-5 Years of supervisory experience

Experience with CivicRec, BS&A and Paycom software is desirable.

Skills and Education:

Individual should possess a degree in Business Administration, Accounting or related field, or an equivalent combination of training and experience. Individual must be able to understand and operate computer equipment and financial software. CPR/AED/First Aid certified. CPRP certification is preferred.

The anticipated starting salary range for this position is \$78,804.87 - \$98,500.00. We offer excellent benefits such as health, vision, dental, life insurance, IMRF pension and facility discounts and usage benefits. We provide time off benefits which include one (1) sick/personal day accrued monthly up to twelve (12) per year; ten (10) paid holidays; two (2) floating holidays; and bereavement days as defined in the Personnel Policy manual. Vacation pay will accrue monthly starting at ten (10) days per year. This position also qualifies for a cell-phone stipend (or the choice of a district-provided cell phone) and a CPRP bonus if the CPRP certification is acquired.

Immediate interviews to qualified applicants. Position will remain open until it is filled.

The Mokena Community Park District is an equal opportunity employer.

To apply email cover letter and resume to gvitale@mokenapark.com. Visit www.mokenapark.com to view the full job description.