



Finance Manager

Medinah Park District

Contact Name: Maria Piworski

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Closing Date:

Salary: \$27.00 hr. to \$37.00 hr.

Description:

Job Title: Finance Manager

Function: Administrative – Financial/Business/Accounting

Employee Status: Part Time

Supervisory Relationships

Reports To: Deputy Director

Supervises: N/A

Basic Function

The Finance Manager is responsible for the Business/Finance/Accounting functions of the district in accordance with the general policies established by the Park Board of Commissioners.

Essential Duties

1. Maintain and complete the district's financial records and transactions.
2. Engages in financial planning, manages certain office functions, prepares departmental budgets, and coordinates departmental purchasing.
3. Performs certain technology-related functions.
4. Implement the District's Investment Policy and invest District funds and maintain investment records.
5. Establish, maintain and oversee financial controls to protect District assets.
6. Maintain District financial files, including legal records, financial records, and others.
7. Catalogue, file and maintain journals and records for Cash Receipts, General Ledgers, Accounts Payable, Check Registers, Bank Statements and others.
8. Account for receipt and deposit of tax revenues.
9. Close out Accounts Payable, General Ledger and Cash Receipts monthly.
10. Reconcile monthly bank statements
11. Make necessary preparations for the annual audit and assist auditors as needed. Make all closing entries for the annual audit. Prepare the annual statement of disbursements to be filed with the annual audit.
12. Analyze Park District financial data and information to provide improved cash flow projections and other types of financial forecasts.

13. Prepare all necessary calculations for the annual Tax Levy.
14. Monitor agency debt and make all necessary and timely wire transfers for debt payments.
15. Prepare information for the PDRMA annual Worker's Compensation Payroll Audit.
16. Operate the district BS&A financial system in coordination with information from the MyRec registration system.
17. Voucher all check requests presented for payment and print checks for signature by designated parties.
18. Enter capital expenditure into the Asset works fixed asset software.
19. Process year end 1099s and compute Group Term Life over 50k calculations.
20. Review bi-weekly payroll prior to payroll payments, post to general ledger, distribute W-2's.

Other Duties

1. Maintain computerized records of time benefits (sick, vacation, etc.) for staff.
2. Stay informed and current on all new regulations affecting financial reporting required to be filed annually by law.
3. Participate in District long range planning processes.
4. Prepare annual Departmental fiscal budget.
5. Communicate regularly with the Deputy Director. Inform Deputy Director of all progress/challenges within the Business Department.
6. Make foreseeable policy recommendations that pertain to District financials and make recommendations of effective internal controls.
7. Actively follow safe practices and procedures in the performance of all duties and responsibilities.
8. Attend and participate in monthly staff meetings and meet with the Deputy Director as required.
9. Assist in district events as needed.
10. Perform any other duties as assigned by the Deputy Director.

Position Qualifications

Education: Bachelor's degree in finance, Accounting or Business Administration.
Master's degree a plus

Experience: Two to three years' related experience with demonstrable proficiency in accounting, finance & IT or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.

Certifications: CPR, First Aid and AED Certifications

Required Hours: The normal hours for the Finance Manager are flexible with the position requiring an average of 24 hours/week on a 12-month schedule.

Hiring Range: \$27 to \$37/hr. DOQ

Benefits:

This position is an Illinois Municipal Retirement Fund (IMRF) pension position.

Five paid sick days annually and one personal day.

Usage of the fitness center and \$100 annual program voucher.