



Superintendent of Accounting

Arlington Heights Park District

Contact Name: Stephenie Gualano

Contact E-mail: sgualano@ahpd.org

Contact Phone: 847-506-7875

Closing Date:

Salary: \$110k - \$120k DOQ.

Description:

Are you a financial mastermind who wants to turn your sharp accounting skills into vibrant community parks, thriving recreation programs, and state-of-the-art facilities for local families?

The Superintendent of Accounting plays a vital operational role in supporting the Park District's mission by leading the daily workflow of the Finance Office and ensuring the integrity of all financial records. In this dynamic, hands-on leadership position, you will actively monitor daily cash flow, execute strategic bank transfers, and place available funds into high-yielding opportunities compliant with Illinois Statutes.

Beyond cash management, you will drive monthly bank reconciliations, trial balance adjustments, fixed asset tracking, and timely sales and property tax distributions. Working closely alongside the Deputy Director, you will co-pilot internal audits, coordinate the annual external audit, administer the District's P-Card program, and present regular investment and cash summary reports to the Board of Commissioners. If you're looking for an exciting accounting career where your precision directly powers the spaces where your community plays, explores, and relaxes, this is where you belong!

The salary range for this position is \$103,482-\$143,631 ; with a hiring range of \$110,000-\$120,000 DOQ.

Superintendent of Accounting - Job Description

JOB SPECIFIC INFORMATION:

- Provides supervision of daily Finance Office workflow essential to the preparation and maintenance of Park District finances and records
- Prepares and executes appropriate bank transfers to meet expense and investment requirements and maintains and executes subsidiary records and system entries
- Prepares, files, and investigates sales tax by monthly deadline
- Maintains fixed assets records and prepares information for appraisal update and audit
- Reconciles bank accounts monthly and verifies bank balance with general ledger
- Reviews and adjusts preliminary trial balance, as necessary
- Prepares property tax deposits and distribution
- Assists the Deputy Director with internal audit on all accounts and records, and coordinates the annual audit

SKILLS AND QUALIFICATIONS:

- BA/BS in Accounting, Finance, Business or closely related field from an accredited college or university
- Minimum three to five years of demonstrated success as a Business Manager or Accounting Supervisor
- Prior experience in a government agency is preferred or any equivalent combination of education, experience and training
- Obtain CPRP certification within one year of eligibility
- Maintain CPRP certification during employment
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six (6) months of employment

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, and Senior Center—and 58 parks across 716 acres of land. In our 95-year history, we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years, and receiving multiple awards for fiscal responsibility.

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.