Director of Finance

Memorial Park District

Contact Name: MANUEL AGUILAR
Contact E-mail: maguilar@mempark.org
Contact Phone: 708-547-3900
Closing Date:
Salary: 65,000 - 85,000

Description:
Board Treasurer / Director of Finance
Agency: Memorial Park District
Location: Hillside, IL (Cook County)
Salary/Wage: $65,000 – $85,000 / Year (Commensurate with experience)
Job Type: Full-Time / Exempt
Closing Date: Open Until Filled

Working Hours & Schedule
This is a full-time, professional position requiring 40 hours per week, typically structured Monday through Friday. Regular attendance at all monthly evening meetings and special committee workshops is required.

Summary
The Treasurer is a high-level fiscal officer appointed by the Board of Commissioners. This role manages all financial operations, fund custodianship, investment portfolios, and compliance workflows for the Memorial Park District. The Treasurer works directly with the Executive Director to protect district assets, optimize revenue, maintain strict alignment with Illinois statutory codes, and provide transparent financial guidance to the Board.

Immediate Supervisor
The Treasurer reports directly to the Board of Commissioners for board-officer statutory duties, with an everyday operational reporting relationship to the Executive Director.

Qualifications

- **Education:** Bachelor's degree from an accredited college or university in Accounting, Finance, Public Administration, or a closely related field is required.
- **Experience:** Minimum of 3–5 years of progressive experience in public sector finance or municipal accounting. Prior experience navigating the Illinois Property Tax Extension Limitation Law (PTELL) or managing park district funds is highly preferred.
- **Credentials:** Certified Public Accountant (CPA) or Certified Treasury Professional (CTP) designation is a strong asset.

- **Requirements:** Must pass a comprehensive background check, be bondable to the levels required by the Illinois Park District Code and hold a valid Illinois Driver's License.

Essential Functions of the Job

- **Custodianship of Funds:** Manage and account for all monies, receipts, expenditures, and fund balances across the district's corporate and recreational funds.
- **Revenue Preservation:** Monitor, collect, and safeguard all incoming tax distributions, state and federal grants, facility revenues, and program fees.
- **Disbursement Verification:** Supervise account payables, coordinate payroll administration, and execute authorized disbursements in compliance with internal control policies.
- **Investment Management:** Oversee and deploy District funds to maximize secure yields while strictly adhering to the Illinois Public Funds Investment Act.
- **Budgeting & Tax Levies:** Direct strategic preparation, tracking, and filing of the annual Budget and Appropriation Ordinance and the annual Tax Levy Ordinance.
- **Financial Reporting:** Produce and present clear monthly financial statements, cash flow analyses, and budget-to-actual variance reports to the Board of Commissioners.
- **Audit & Transparency:** Serve as the primary liaison for the annual external audit, implement internal control adjustments, and ensure prompt filing of required state reports (including Public Act 97-0609).
- **Statutory Compliance:** Ensure all federal, state, and Cook County statutory requirements are met, including payroll tax allocations, vendor disclosures, and prevailing wage filings.
- **Bylaw & Policy Adherence:** Execute all job functions in accordance with Illinois Park District Code, District board bylaws, accounting practices, and internal personnel policies.

Benefits

- **Retirement:** Enrollment in the Illinois Municipal Retirement Fund (IMRF) pension plan.
- **Health & Wellness:** Comprehensive medical, dental, and vision insurance coverage packages.
- **Paid Time Off:** Paid vacation, personal days, holiday schedule, and sick leave.
- **Perks:** Complimentary facility use privileges and program discounts at Memorial Park District locations for the employee and immediate family.

How to Apply
Interested candidates should submit a cover letter and professional resume via email directly to:
Manuel Aguilar
Maguilar@mempark.org