



Finance Manager

Addison Park District

Contact Name: Elliot Becker

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Contact Phone:

Closing Date:

Salary: \$50,000-\$65,000 DOQ

Description:

Job Title: Finance Manager

Department: Business Department

Reports to: Superintendent of Finance and HR

Position Summary:

The Accounting Manager is responsible for day-to-day financial operations through application of procedures, controls, and reporting systems. Oversees District's general accounting, accounts receivable, accounts payable, and payroll. Working with the Superintendent of Finance and HR, Accounting Manager manages the District's bond payments, and investments for optimal return and necessary liquidity.

Essential Duties and Responsibilities:

- Responsible for maintaining the general ledger and all its components (AP/GL/Payroll) monthly including preparing staff and District reports, as requested.
- Assist in the preparation of the Annual Budget, tax levy, and Truth in Taxation Resolution.
- Have a working knowledge of all financial systems used by the District, assist in sourcing new products and training staff as needed.
- Assist Superintendent in the developing, implementing, updating and managing internal controls Districtwide.
- Have a basic understanding of debt structure to ensure payments are timely.
- Supervise and review the payroll, AP, and refund functions prior to posting and distribution.
- Responsible for payroll administration which would include processing a bi-weekly payroll, preparing quarterly payroll tax returns and preparing annual reports including W-2 and 1099s.
- Maintain up to date and accurate payroll records for current and terminated employees.
- Work with HR to ensure that all paperwork backup has been received prior to adding staff to payroll. This includes tax forms, IMRF paperwork and benefit deductions.
- Review monthly general ledger for Board review, as well as prepare any reports that are requested by the Executive Director or Superintendent.
- Responsible for review all journal entries made by staff and ensuring review by Superintendent.
- Assists in preparation of audit schedules for the yearly external audit and coordination of the audit schedule. Ensures the timely submission of all items on auditor's lists.

- Administer and understand the District's P-Card program which requires a strong understanding of the purchasing policy and its limitations.
- Ensure that proper back up is provided for all accounts payable, including purchase cards.
- Act as custodian for Petty Cash Account.
- Responsible for maintaining Fixed Asset records on AssetMaxx. Ensure that deletions from surplus property reports are deleted from records.
- Prepare quarterly sales return.
- Keep records on open purchase orders.
- Reconcile key accounts, as requested by Superintendent.
- Perform other related duties/or special projects as assigned.

Qualifications:

- Bachelor's Degree in accounting, Business, Finance or related field.
- Minimum of 7 years of related experience (or a combination of education and experience).
- CPA Preferred.

Working Conditions/Physical Requirements:

- Requires sitting, standing, bending, and reaching. May require lifting to 10 lbs. Requires manual dexterity to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. Requires normal range of vision and hearing.
- Occasionally called upon to work overtime or odd schedule (weekends or evenings).
- The work environment can be best described as typical office environment with expected exposure to hot and cold weather and related conditions, noise, dust, etc., when working throughout the District facilities.