

POSITION TITLE: Director of Finance & Business Services
REPORTS TO: Executive Director
DEPARTMENT: Finance
STATUS: Full-Time Exempt



Job Summary:

The Director of Finance and Business Services oversees the management of all of the financial aspects of the operations of the Park District. This includes but is not limited to: payroll administration, accounts payable and receivables, bond administration, tax levy preparation including Budget and Appropriation Ordinance. The Director of Finance and Business Services supervises the Superintendent of Human Resources & Risk Management, as well as the Superintendent of Information Technology & Front Office. The Director of Business and Human Resources is a full-time position with a normal workweek of 40 hours per week.

Essential Functions:

1. Establishes and maintains a logical and integrated plan of financial operation, cash flow and long-range forecasts.
2. Responsible for maintaining a complete accounting system which meets all legal requirements.
3. Provides financial information, records and exhibits as needed by the Certified Public Accounting firm retained by the Park District to complete the annual required audit. Implement all recommendations made in the audit and file all required reports.
4. Performs internal audits on cash receipts, payroll and accounts payable.
5. Assists in the preparation of bond documents and participates in the bond interviews with the rating services.
6. Maintain records, invoicing and reports to meet all requirements for grants awarded.
7. Invests available cash in interest bearing accounts within the confines of the Illinois Statutes in order to maximize interest earned.
8. Responsible for the accounting functions of the Friends of the Park Foundation including securing their annual audit and fulfilling state registration requirements.
9. Administers and updates the employee benefit and pension plans of the District.
10. Perform special projects and studies as assigned by the Executive Director or as deemed necessary for continued sound business and fiscal management of the district.
11. Oversees development of operational and capital budget for review by the Board of Commissioners.
12. Serve as authorized agent for the Illinois Municipal Retirement Fund.
13. Make recommendations and works to ensure that the Park District is in compliance with all ADA guidelines for registrations, programs and facilities.
14. Perform other duties as assigned.

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Supervision:

1. Superintendent of Human Resources & Risk Management.
2. Superintendent of Information Technology.
3. Accounting Specialist.

Education and Experience:

1. Five years' experience in municipal accounting or similar area is required.
2. Bachelor's Degree in Accounting, Business or equivalent combination of education and experience required.
3. Master's Degree with CPA certification is preferred.
4. Professional Certification (CPRP) through the National Recreation and Park Association is preferred.
5. Complete State of Illinois Training on Open Meetings Act within 30 days of hire.
6. Valid Illinois Class "D" Driver's License.
7. Attain (within six (6) months of employment) and maintain valid Adult CPR/AED and First Aid Certification.

Knowledge, Skills and Abilities:

1. Ability to uphold the commitment of the District to safety by complying with the safety policies as presented in the personnel policy manual.
2. Computer experience in Microsoft Office, as well as Accounting software.

Physical Demands/Work Environment:

Staff may be required to work for long periods at their desk. This includes work with computers. Staff may be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors with variable conditions in lighting and temperature.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

January 16, 2025

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I have received, reviewed and discussed this job description on:

_____/_____/_____
Date

Printed Name

Signature

Approved by:

Executive Director

Date:

_____/_____/_____