

# Director of Finance

## Job Description

**Job Title:** Director of Finance

**Division:** Administration

**Location:** 218 W. Madison

**Reports To:** Executive Director

### Job Purpose

The Director of Finance is responsible for recommending, implementing, and maintaining policies and procedures in the areas of Finance, Governmental Fund Accounting, Purchasing, and Information Technology. Must possess exceptional organization and leadership skills as the district's finance expert. The Director of Finance reports to the Executive Director and supervises full-time staff including the Accounting Supervisor, Project Manager and Information Technology Manager

### Essential Functions

#### Finance

- Coordinates the preparation of the District's annual budget.
- Prepares the District's Annual Budget and Appropriation Ordinance and controls expenditures within the budget framework for all departments.
- Prepares the District's Annual Tax Levy and supporting documents.
- Prepares and /or directs the preparation of Board financial summaries, monthly reports, and periodic and special reports.
- In cooperation with the Project Manager creates and implements all financial aspects of the Capital Improvement Plan.
- Manages the District investments to assure compliance with investment policies and procedures and state regulations.
- Supervises the annual audit by outside auditors, review audit findings and implement audit recommendations.
- Prepares studies and conducts projections that may have impact on the future ability of the Park District to meet its financial obligations.
- Prepares financial reports for the Executive Director and Board of Commissioners.
- Manages the operation of all accounting systems, records and related detail, including but not limited to, receipts, expenditures, general books of account, bank reconciliations, personnel records, purchasing records and systems and such other detail procedures as are necessary to the efficient conduct of various departments.
- Creates the District's debt payment schedules; works with Financial Consultants on debt issuances and debt refinancing
- Approves requisitions and check requests for payment.
- Plans, directs and manages all financial details of the salary and wage administration, payroll and benefit programs including insurance programs, the IMRF and all voluntary benefit programs of the district.
- Assists with monitoring all activities of the Austin Park Trust through the OPRF

Community Foundation.

## **Technology**

- Manages the Park District's network, hardware, software, and communication systems.
- Oversees the development and ensures completion of organizational technology goals.
- Leads initiatives to enhance efficiencies through the use of technology and assures short and long term plans are in place.

## **General Management**

- Prepares, implements, and enforces procedures, methods, and policies in relation to accounting, information technology and purchasing.
- Directly supervises the Accounting Supervisor, Project Manager and Information Technology Manager.
- Studies the conditions, needs and trends affecting the financial and technology requirements of the District and implements changes as necessary.
- Interprets, implements, and enforces the payroll, accounting, budget, procurement, electronic communication and equipment policies and procedures of the Park District.
- Maintains excellent inter-departmental communication within the District through verbal and written means.
- Sets and evaluates departmental goals and objectives.
- Delegates work assignments to achieve the most effective and efficient results.
- Maintains systematic, complete and accurate records of the financial and technological activities of the District and its property.
- Attends monthly Board Meetings, and other special meetings of the Board of Commissioners as requested by the Executive Director.
- Presents policy and procedure proposals to the Board of Commissioners.
- Analyzes the effectiveness of existing finance, budget and technology procedures and implements change as necessary.
- Responds to inquiries from the press.
- Serves as a member of the Park District Risk Management Agency Councils as requested by the Executive Director.
- Serves as authorized agent for the Illinois Municipal Retirement Fund.

## **Additional Functions**

- Attends professional conferences, workshops and seminars, within budgetary parameters and with the Executive Director's approval, as they pertain to the Director of Finance.
- Industry related certifications, such as CPRP and professional training.
- Assists with special projects and events and attends special project meetings as necessary or requested
- Serves on assigned committees upon request (i.e. Safety, Social Committee, etc.)
- Performs other duties as assigned.

## **Knowledge, Skill and Work Experience**

### **Required:**

- A Bachelor's degree in business administration, accounting, finance, public administration, or a closely related field is required.
- Five years experience involving governmental finances, accounting, purchasing, and information technology.
- Supervisory and demonstrated leadership experience
- Comprehensive knowledge of federal and state laws, and local ordinances pertinent to finance, accounting, and purchasing.
- Proficient in the use of Microsoft Office applications. Possess computer skills including proficiency in word processing and advanced spreadsheet and financial applications.
- Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED)
- Certification within 3 months of employment.
- Valid Illinois Drivers License and must be able to get to various work sites in Oak Park.
- Personnel management skills necessary to effectively plan, motivate, train and supervise the work of professional and technical staff.
- IT knowledge and experience in computer installation, purchases and operation
- Must be able to interpret and implement federal and state laws, and local ordinances.
- Must be able to work independently in day-to-day operations with general direction from the Executive Director.
- Excellent time management and organizational skills.

### **Recommended:**

- Master's degree in business, accounting or related field
- Government Finance Officers Association membership
- Knowledge of or ability to learn the use of RecTrac (Registration software), MSI (Accounting software) and Relativity, or any other software currently used by the Park District
- Certification as a Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA)
- Supervisory experience in public parks, recreation or municipal government

### **Physical Considerations**

- Frequently - Sitting, walking, standing, typing.
- Occasionally - Climbing, balancing, stooping, kneeling, and crawling.
- Strength - Work requires handling average weight (up to 35 lbs.) materials or equipment.
- Ability to manipulate assigned office equipment including, but not limited to computers, printers, copiers, adding machines and telephones.

### **Environmental Considerations**

- Normal office conditions for majority of work; may include occasional light and temperature variations.
- Prolonged hours seated at a desk.
- May include prolonged hours of computer use.
- May be exposed to occasional inclement weather as position may require temporary outdoor work.

### **Cognitive Considerations**

- Ability to analyze complex data and situations. Must possess excellent analytical skills to evaluate and recommend alternative actions with minimal direction.
- Ability to present ideas and recommendations in a concise verbal and written manner to groups and individuals.
- Ability to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff and external customers.
- Ability to follow directions and communicate in English verbally and in writing. Ability to read and understand materials printed in English.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
- Ability to maintain an even temperament and manage stressful situations effectively to preserve working relationships.
- Ability to communicate with staff in clear, concise and accurate manner.
- Ability to use independent judgment, initiative and respond to unexpected or unplanned events and complete tasks without immediate supervision.
- Ability to interpret “early warning” signals and communicate information.
- Ability to involve others through informal networking and in decision making.
- Ability to maintain a professional appearance and speak effectively in public.
- Ability to interpret and explain Department and District policies and procedures.
- Ability to follow good safety awareness and judgment in all aspects of responsibility.
- Ability to represent the Park District of Oak Park in a professional manner.

**SPECIAL REQUIREMENT:** It is the express responsibility of the Director of Finance to maintain the essential confidentiality of assigned duties. Violation of this responsibility will be considered cause for dismissal.

**Customers:**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park; partner and government agencies

**Hours and Compensation:**

The Director of Finance, as a supervisory employee of the District, shall be considered on duty at all times, and may have varying hours due to the nature of the business. General hours of duty will be approved by the Executive Director. Compensation will be established based on evaluation and approval of the Executive Director.

**Exempt Status**

**Last Reviewed Date:** April 2013

**Last Revised Date:** April 2013

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*