

Kyle P. Cratty



Related Work Experience

Park District of Oak Park, M a y 2013-Present

Director of Finance

- Oversees the district's annual operating budget of \$15 million dollars.
- Supervises three full-time staff members including Information Technology, Project Manager, and Finance Manager
- Manages the district's Capital Improvement Plan totaling \$20 million dollars in projects.

Park District of Oak Park, M a y 2010-May 2013

Accounting Supervisor/Finance Manager

- Monitors and handles General Ledger Maintenance
- Maintains the district's financial software packages MSI and Time Clock Plus
- Performs monthly bank reconciliations to ensure General Ledger accuracy
- Oversees and prepares work papers for the Annual Financial Audit
- Assists with the development of the Annual Budget
- Developed three monthly board reports
- Prepares documents including the Treasurer's Report for legal filing
- Monitors the district's purchasing process
- Administers and maintains the district's Investment Program
- Active member of Technology Committee overseeing new technology improvements

Village of Gilberts, Illinois, August 2007-July 2009

Management Internship

- Initiated the creation of a Tax Increment Financing District
- Calculated cost projections for infrastructure projects
- Researched and helped write a job classification system
- Wrote several RFPs and RFQ's that led to consultant hiring
- Provided information, written and verbally, to the board and public
- Initiated the development of a GIS program for the Village

Education

Northern Illinois University, DeKalb, IL

Masters of Public Administration, 2009

Honors: Pi Alpha Alpha, Academic Scholar, Model Public Administrator Award Winner

St. Ambrose University, Davenport, IA

Bachelor of Arts in Economics, 2007

Bachelor of Arts in Finance, 2007

Honors: Graduated Summa Cum Laude, Phi Eta Sigma, Delta Mu Delta, Alpha Chi

Activities/Organization

GFOA, IGFOA, and IPRA Member