

MOKENA COMMUNITY PARK DISTRICT

JOB TITLE: Supt. of Finance and Business Services

DEPARTMENT: Administrative

REPORTS TO: Executive Director

SCHEDULE: Monday, Tuesday, Wednesday, Thursday and Friday 8:30 a.m. – 5:00 p.m.

Attend monthly Board Meeting to present financial report. Hours may exceed 40 hours per week.

SUMMARY

The Supt. of Finance and Business Services perform on a full-time exempt basis. Under the supervision of the Executive Director, this position is responsible for recording and reporting financial operations of the Park District including bookkeeping, accounts payable and receivable, payroll, personnel files, and employee benefit programs. Generally, the workplace is moderate to fast paced.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

1. Ensure that daily and monthly cash receipts, charge transactions, accounts receivable, refunds, and electronic fund transfers are completed.
2. Record all financial activity, prepare checks, make deposits, reconcile bank statements, process accounts payable, credit card reconciliation, and report over-expenditures to the Executive Director.
3. Prepare monthly financial reports including expenditures, revenues and fund balances.
4. Ensure the prompt payment of bonds and interest when due, annual filings and update bond rating information when applicable.
5. Maintain fund balances and investments in accordance with the Investment Policy.
6. Prepare and file the annual Budget and Appropriation Ordinance in accordance with the Executive Director, and Department Heads.
7. Prepare and file the annual Levy Ordinance in accordance with the Executive Director and the Board of Commissioners to ensure that sufficient funds are levied and the tax rate calculation report from County Clerk is accurate.
8. Prepare and file Annual Statement of Receipts and Disbursements, as well as other financial reports, as required by state law.
9. Maintain accurate, updated asset inventory records in conjunction with Department Heads.
10. Oversee the annual records retention / disposal process.
11. Assist the auditor by providing files and reports for preparation of the annual audit.
12. Ensure all park property is appropriately recorded as tax exempt with the County Clerk.
13. Resolve accounts receivable and payable discrepancies.
14. Oversee the hiring process to ensure all applicable forms, and policies are current and in compliance with labor laws.
15. Maintain personnel files and ensure the security and confidentiality of same.
16. Prepare and process bi-weekly payroll and related reports.
17. Ensure the proper execution of federal and state payroll tax deposits, related monthly, quarterly and year-end reports including Illinois Municipal Retirement Funds, Illinois Department of Employment Security reports, W-2 forms and 1099's when applicable.
18. Prepare and file annual sales tax reports.
19. Participate in new employee orientations in conjunction with Department Heads when required.
20. Serve as employee benefit coordinator. Track and administer all employee benefit programs including tracking time off benefits for full and part-time employees.
21. Maintain financial computer software systems and provide technical support to other departments when needed.
22. Attend one Board meeting per month to present Financial Report.
23. Schedule meetings with Board Treasurer and Executive Director when deemed necessary.
24. Supervise Accounting and Payroll Coordinator and Finance Assistant
25. Assist in preparation and updating of Park District policies.

26. Perform other duties as directed or delegated by the Executive Director.
27. Assist and work Special Events as needed.
28. Work to ensure a safe environment for residents, program participants, guests and staff within the established Loss Control Program.

SKILLS AND EDUCATIONAL REQUIREMENTS

An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Individual must possess a degree in Business Administration, Accounting or related field, or an equivalent combination of training and experience. Individual must be able to understand and operate computer equipment and financial software. CPR/AED/First Aid certified. CPRP certification preferred.

A valid State Driver's License is required.

WORKING CONDITIONS

Additional hours are occasionally required. Travel to workshops, seminars and conferences throughout the state as required.

PSYCHOLOGICAL CONSIDERATIONS

Individual must have ability to deal with people under occasionally stressful situations.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, the individual is regularly required to sit, stand and walk; use hands to handle and feel objects and equipment; reach with hands and arms; and talk and hear.

ENVIRONMENTAL CONSIDERATIONS

Individual may be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors in which conditions include lighting and temperature. The noise level in the work environment is quiet to moderate.

COGNITIVE CONSIDERATIONS

Individual must demonstrate organizational skills; good level of written and verbal communication skills; and possess computer experience and knowledge. Must be detail oriented, have an aptitude for figures and demonstrate the ability to prepare detailed reports. Individual must respect the confidentiality and right of privacy of all personnel and clientele. Must be able to follow directions, exhibit good problem-solving ability and judgment, and to work within the guidelines and policies set forth by the Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties as set forth.

signature

date