

**BLOOMINGDALE PARK DISTRICT  
JOB DESCRIPTION**

**DIRECTOR OF FINANCE**

Job Title: Director of Finance

Supervisor: Executive Director

Under the direction of the Executive Director, the Director of Finance is responsible for the management and supervision of all financial functions of the Bloomingdale Park District and requires excellent management, organization, and communication skills. This position directly supervises finance staff.

Qualifications: Graduate of an accredited college or university with a bachelor's degree in Business Administration, Accounting, Finance, and a minimum of three (3) years full-time related experience or any equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities. Experience in a government computerized environment including spreadsheets and graphics, word processing and financial software is essential. Master's degree or CPA are preferred. Board presentation, analytical and forecasting skills are necessary.

Valid Illinois Driver's License is required. First Aid, CPR and AED certified(can be completed after hire).

**Duties and Responsibilities**

**Essential Functions:**

- Draft and implement policies and procedures relating to the financial administration of the Bloomingdale Park District, including developing processes for: preparing, implementing and managing budget, coordinating annual audit, fund balance and investment policies, preparing annual tax levy, accounts payable and receivable, handling of cash receipts, payroll and timekeeping, recommendation of district benefits and supervision of the front counter operations.
- Keep Executive Director informed on all matters having a significant impact on the financial operations of the District.
- Coordinate the annual financial audit with outside audit firm. Oversee preparation of all required materials, client assist workpapers and statistical

schedules. Review and record any auditor recommended year-end audit entries. Review audit report for accuracy. Compile data for the statistical section of the CAFR. Assist with the implementation of new GASB requirements. Apply for and strive for maintaining the annual GFOA Certificate of Achievement for Excellence in Financial Reporting.

- Coordinate district annual budget preparation including training and assisting staff, preparing budgets for assigned accounts, and preparing final budget documents. Consolidate the departmental budgets and create the district budget documents with appropriate support of budgeted revenues and expenditures while adhering to district fund balance policies. Prepare annual capital projects budget. Prepare district-wide budget documents and present to the board of commissioners.
- Prepare, review and analyze budget for the Administration Department and present it annually to the Executive Director for consideration, discussion and approval. Approve expenditures and assume responsibility for the complete adherence to the monies allocated to the operations of the Administration Department.
- Develop budget for staff training and development.
- Investigate and recommend alternative funding resources such as grants and donations that would assist the Bloomingdale Park District. Maintain grant portals as required to be able to receive federal, state, and local grants.
- Prepare the annual Budget and Appropriation Ordinance in compliance with state statute and regulations.
- Monitor Capital Projects and Capital Asset Replacement Plan(CARP) items. Recommend annual capital project budget amounts to the Executive Director.
- Maintain inventory records of all Park District property and assets. Prepare the Capital Asset reports for the District and maintain Asst Maxx software.
- Prepare the annual tax levy to ensure maximum levy considering statutory constraints as well as fund balance policy requirements. Prepare Truth in Taxation documents, if necessary, and work with Director of Administration to ensure all required legal notices are prepared.
- Work with bond counsel to coordinate the annual rollover bond issuance, any new debt issuances, or debt refinancing. Prepare and distribute annual bond and interest payments in adherence to payment schedule. Prepare annual abatement ordinance in conjunction with the Director of Administration.
- Monitor district bank and investment balances and available cash levels. As

necessary, coordinate wire transfers to cover expenditures and debt payments and to make investment purchases, with the approval of the Executive Director.

- Maintain banking relationships and related security measures. Recommend changes as needed.
- Maintain all financial records for the District. Prepare and present monthly reports for board of commissioners. Analyze statements, research discrepancies, and prepare correcting entries as needed. Review adherence of all accounts to budget.
- Maintain all financial records, including payroll records in accordance with established policies and procedures and Federal and State law.
- Oversee all accounting functions including accounts payable, payroll, cash receipts and accounts receivables. Ensure W2's, 1099's, ACA forms and other required forms are prepared and filed with appropriate governmental agencies meeting monthly, quarterly, and annual requirements.
- Oversee reconciliation of daily deposits and interface to general ledger.
- Oversee cash control, as well as proper use and administration of staff discounts, and use of internal controls as appropriate.
- Oversee reconciliation of bank statements for all general and payroll accounts. Identify and resolve discrepancies.
- Prepare and review general ledger account reconciliations.
- Oversee preparation of monthly and annual journal entries.
- Oversee preparation of payroll, including all required tax deposits and filing of quarterly and annual returns.
- Advanced knowledge of computer software: Microsoft Office, Incode financial package, Time Clock Plus and Rec-Trac registration software programs.
- Act as the administrator for Incode Software including establishing security, setting up new users, maintaining chart of accounts and reports, and assisting staff with the use of software. Download updates as available.
- Make recommendations and assist with implementation of new financial or human resource software or software updates for the agency.
- Supervise the Front Office Supervisor and all front office functions.

- Hire, supervise, and train finance staff.
- Provide Finance Staff with performance evaluations on an annual basis and provide continued feedback on performance issues throughout the year. Issue disciplinary actions, when appropriate, investigate allegations of misconduct and make recommendations as to terminations. Assist Front Office Supervisor with evaluations of front counter staff.
- Develop and implement finance and business policies and procedures. Communicate and train staff on new procedures.
- Review and recommend annual district employee benefits program including vision, dental and health insurance. Recommend plan options and employee and employer contribution levels. Serve as Health Program Council Member for PDRMA.
- In coordination with the Director of Administration, recommend and administer employee compensation plan.
- Monitor all unemployment claims, adhere to Illinois Department of Employment Security (IDES) rulings, and coordinate reimbursement payments. Assist with district protests and hearings as needed. Oversee the recording of new hires and terminations with the Illinois Department of Employment Security.
- Act as administrator for the purchase card program. Ensure adherence to internal policy.
- Attend bi-monthly Board Meetings.
- Oversee preparation of quarterly billing for shared safety coordinator.
- Provide guidance in financial matters to the Bloomingdale Parks Foundation.
- Act as the Freedom of Information Act Officer, in conjunction with the Director of Administration.
- Serve in an advisory role in working with the Recreation and Marketing Departments with respect to setting fees and other financial implications.
- Serve as authorized agent for IMRF.
- Comply with the State of Illinois Record Retention policy and maintain records accordingly.
- Assist in the preparation of reports and special projects as requested.

- Perform the job safely and in compliance with agency policies, procedures, work and safety rules.
- Support and exhibit the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Must support and demonstrate organizational values and quality standards of the Bloomingdale Park District.

Marginal Functions:

- Assist general public and park district vendors.
- Serve on committees as assigned.
- Attend professional conferences and workshops to promote knowledge in related areas of responsibility.
- Perform special projects or other duties as assigned.
- Attend all meetings when appropriate.

Environmental Considerations: Performs most activities indoors. Indoor environmental conditions will include lighting and temperature. May be exposed to outside conditions while traveling to bank for deposits. May be needed to drive to other park facilities. Employee may be exposed to cleaning agents and toner chemicals.

Cognitive Considerations: Must possess good judgment and problem solving skills and be able to exercise sound discretion in making decisions on matters of significance. Also must be able to follow directions and perform work activities as described.

Psychological Considerations: Must have the ability to deal with stressful situations. Must be able to meet deadlines and be organized and capable of handling significant and multiple tasks.

Physiological Considerations: Must be able to sit or keyboard for long periods of time at desk or in front of computer.

Work Hours/Compensation: The position of Director of Finance is a full-time position and paid every two weeks at an agreed

salary. The position is classified as an exempt employee status and will work a minimum of 40 hours per week.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts of working conditions associated with the job. While this is intended to be an accurate reflection of the current position, management reserves the right to revise this position when circumstances change; for example, in emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

---

Employee Printed Name

---

Employee Signature

---

Date

Revised 02/21 jmf