

Darien Park District Job Description

Job Title: Superintendent of Finance/HR
Department: Finance
Reports To: Executive Director
Updated Date: July 1, 2021

SUMMARY

Directs financial activities of the Darien Park District by performing the following duties personally or through subordinate staff.

Essential duties and responsibilities include the following:

- Operation of a governmental fund accounting system in accordance with State of Illinois Code and recommended standards.
- Establishes, or recommends to the Executive Director and Board of Commissioners economic investments, objectives, and policies for the Darien Park District.
- Recommends modifications to existing financial programs. Oversees all implementation of new and existing software including MSI, Rec Trac and Time Pro.
- Prepares reports which summarize district business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Accounting for and payment of all approved purchases and services.
- Development and maintenance of property and inventory records for the independent audit and insurance requirements.
- Prepare any finance related ordinances and reports including, but not limited to, the Budget and Appropriation Ordinance, the Tax Levy, the Annual Treasurer's Report and other reports deemed necessary.
- Arranges for audits of company's accounts.
- Revenue receiving and accounting.
- Bank statement and Bond redemption reconciliations.
- Payroll preparation, review and distribution including the preparation of State and Federal payroll and employment reports, ACA reporting and salary survey.
- New hire processing, including enrollment in health insurance and IMRF
- Prepares reports required by regulatory agencies.
- Establishes relations with banks and other financial institutions.
- Records retention and organization.
- Any other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in preferably accounting or finance from a four-year college or university; and a minimum of two years related experience and/or training; or equivalent combination of education and experience.

Other Skills and Abilities

Proficient in MS Word, Excel, and must have the ability to adapt, learn and understand various District software. Familiarity with MSI and Rectrac systems a plus. Must have proven knowledge and experience in government finance.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from staff, board members and the general public.

Mathematical Skills

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Safety and Risk Management

- Addresses unsafe employee behaviors by approaching, correcting and coaching.
- Enforces safety disciplinary policies and procedures.
- Provides material-handling equipment or staff assistance when lifting and or moving objects 50 lbs. or greater.
- Promotes the use of material-handling equipment or staff assistance, when possible, to reduce lifting and moving injury exposures.
- Attends safety in-service trainings.
- Completes incident/accident report forms and promptly forwards them to the agency Claims Contact.
- Participates as an active member of the Darien Park District Safety Committee.

Supervisory Responsibilities

- Supervises all finance and human resource staff.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** - Use good safety awareness, judgment and follow policies; reports potentially unsafe conditions; uses equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- **Attendance/Punctuality** - Demonstrate consistent attendance and on-time arrival.
- **Dependability** - Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- **Planning/Organizing** - Prioritize and plan work activities and use time efficiently.
- **Judgment** - Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- **Professionalism** - Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- **Problem Solving** - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- **Customer Service** - Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- **Interpersonal Skills** - Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and tries new things. Must have ability to deal with people and patrons under stressful situations.
- **Teamwork** - Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- **Oral Communication** - Listen and get clarification, and respond well to questions.
- **Organizational Support** - Follow policies and procedures.

Certificates, Licenses, Registrations

Maintain a valid Illinois state driver's license and willing to travel to various district sites, as well as meetings, trainings and seminars on and off the District's campus. May need to be CPR and AED certified depending on current staff (District provided).

Physical Demands

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Psychological Considerations

- Employee must be able to work independently in day-to-day operations with general direction of the Executive Director.
- Employee must be able to deal with multiple situations at the same time, while recognizing priorities of the District.
- Employee must excel in personal interactions with employees at all level of the District, Board and Community.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstance change.