Title: Director of Finance and Administration
Department: Finance Department
Classification: Salaried, FLSA Exempt
Reports to: Executive Director
Salary Range: $70,000-$80,000

Summary
Manage the Springfield Park District staff functions to establish and maintain consistent application of processes and procedures in the following areas: finance, financial reporting, financial controls, accounting, purchasing, programs, budgeting, computer operations, personnel and risk management. Position also responsible for major medical insurance, unemployment, pension and related transactions. Provide input into the day-to-day operations and insure that long term viability of the Springfield Park District is sustained.

Essential Job Functions

- Responsible for preparing, implementing, maintaining and enforcing procedures, processes and policies to govern and control accounting, finance, budgeting, inventory controls, purchasing, information technology, and human resource functions.
- Prepare and present recommended tax levy ordinance, and budget and appropriation ordinance to the Park Board of Trustees; file appropriate paperwork with the County Clerk’s Office
- Recommend and supervise the Park District’s financial and accounting systems.
- Develop, recommend, and supervise the implementation of comprehensive budget systems and prepare reports reflecting budget status and compliance.
- Develop, analyze, and prepare reports reflecting the financial condition and activities of the District.
- Assist auditors in the performance of audits being made of District to assure compliance with audit requirements. Review accuracy of audit findings and implement auditor recommendations.
- Responsible for oversight and coordinate of major medical plan, pension programs, unemployment insurance program, and serves as the District’s IMRF Representative.
- Supervises creation and implementation of written guidelines advising department managers of District policy regarding equal employment opportunities, compensation and employee benefits.
- Establishes finance, human resource, risk management and IT short-range and long-range goals for the Finance and Administration Department. Develop strategies to achieve these goals.
- Develops and implements a comprehensive compensation plan by evaluating specific job functions to establishing minimum and maximum pay ranges.
- Review existing (renewal) contracts, propose new contracts where appropriate and verify compliance by all parties involved.
- Work with financial consultant and bond counsel to determine bonding capacity and other financing mechanisms available to the District and carry out same as required.
- Participate in negotiations relating to union labor contracts
- Assist staff in interpreting and enforcing of union contracts and personnel policy manuals; secure appropriate advice as required from legal counsel
- Coordinate efforts of network vendor, point-of-sale/registration software vendor and financial software vendor to provide a computer network that enhances good customer service while at the same time provides proper accounting and support documentation for the Park District.
- Prepare RFP’s for hardware, software, network and web site needs of the District; review proposals received; and make recommendations for computer/network operations.
• Plan and coordinate efforts to receive federal, state, and local funds to assist the District’s operations.
• Performs all other duties and responsibilities assigned by the Executive Director.

Relevant Education and Experience
• Bachelor’s Degree in finance, accounting, public administration or related field of study.
• Five years experience involving governmental finance, accounting, purchasing, or related areas.
• Experience working with property tax levies is preferred.
• CPA is preferred.
• Proven management skills necessary to effectively plan, motivate, train, and supervise work of professional and technical staff, contractors and vendors.
• Must be able to analyze and interpret federal and state laws, and local ordinances as applicable.
• Must be able to collaborate, coordinate, and communicate effectively with departmental entities both internal and outside the District.

Supervisory Responsibilities
• Directly supervise five full time employees.
• Responsible for the overall direction, coordination, and evaluation of the Administrative Office.

Cognitive Requirements
• Ability to follow direction from the Executive Director and complete responsibilities as described.
• Ability to apply advanced mathematical concepts, permutations, and operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, and other related concepts.

Physiological Requirements
• Ability to identify and define problems, collect data, establish facts, and draw valid and insightful conclusions.
• Ability to anticipate, forecast, and develop action plans to insure financial stability of the District.

Environmental Requirements
• Ability to perform responsibilities indoors and outdoors.
• Ability to perform duties in various lighting, temperature and weather conditions.

General Requirements
• Must be able to read and write and have good command of the English language.
• Good oral and written communication.
• Physical capabilities – lifts 50 pounds, squat, bend and move as necessary for the job.
• Must possess valid Illinois Driver’s License.
• Must present a neat and professional appearance.
• Responsible to follow policies and procedures outlined in Springfield Park District employee manual.
• Must live in Sangamon County, in the State of Illinois or must be willing to move to Sangamon County in the State of Illinois within the first 6 months of acceptance of a position with the Springfield Park District.

Submit resume by mail to: 2500 S. 11th Street, Springfield IL 62703
By email to: kshields@springfieldparks.org

Please Call the Springfield Park District Bunn Office - Karen Shields in Human Resources Department at 217-753-6200 with any questions regarding posted positions.