

**Washington Park District  
Job Description**

**Position: Finance & Personnel Manager**

**Summary:**

Under the direction of the Executive Director, the Finance & Personnel Manager shall be responsible for the management of all fiscal and personnel record keeping of the Park District operations. The normal workweek shall be as designated by the Executive Director as necessary to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for his/her services.

The Finance & Personnel Manager is a full-time employee expected to work 40 hours/week and sometimes additional time exceeding 40 hours/week. General work hours take place Monday through Friday, 8am through 5pm but some evening and weekend hours are expected due to the nature of the business. Special Requirement: It is the responsibility of the Finance & Personnel Manager to maintain confidentiality of assigned administrative and personnel related tasks and duties. Violation of this responsibility will be considered cause for dismissal.

**Qualifications:**

Applicant must be 18 years of age or older and have a Bachelor's Degree with a major in Public Finance, Accounting, Business Administration or related field. A minimum of three years of supervisory and/or administrative experience in public accounting is preferred. Knowledge of accounting, budgeting, reporting processes, computer applications, internal audit and systems and control procedures. Knowledge of administrative techniques, oral and written communication skills. Ability to organize and supervise subordinate employees and maintain positive and effective working relationships with other employees. The individual must have a valid Illinois class D driver's license. First Aid and CPR certification is preferred. Knowledge of Quickbooks is preferred.

**Immediate Supervisor:**

Executive Director

**Essential Functions:**

Administration:

- Implement operating procedures established by the Board of Commissioners and the Executive Director.
- Develop and maintain working knowledge of all computer system applications.
- Assist Executive Director and staff with other duties and tasks as assigned.
- Prepare monthly board reports and attend park board meetings.

Finance:

- Prepare all Park District bank account and investment account reconciliation.
- Work with the staff in preparation of the budget.
- Prepare monthly Treasurer's Report to the Board to reflect actual cash position of the District.
- Prepare bank deposits, maintain a petty cash fund, prepare and execute appropriate bank transfers to meet the expense and investment requirements and maintain and execute subsidiary records and system entries.
- Prepare timely monthly and year-end closing of Accounts Payable, Accounts Receivable, Payroll and General Ledger computer systems.
- Provide financial information, records and exhibits as needed by the Certified Public Accounting firm retained by the District to complete an annual audit as required by law. File a copy of said audit with the State of Illinois and Tazewell County officers as required by law.
- Perform internal audit function with special emphasis on cash receipts, reports and controls on Recreation programs, swimming pool, concessions and revenue facilities.
- General Ledger: maintain all files, including entry of budget figures each year, input journal entries, and generate any spreadsheet reports as needed. Accounts Payable: enter and print vendor checks and generate all reports.

Communications:

- Review and be responsible for all record-keeping procedures, forms and systems, and make recommendations as to methods of simplification and conversion to mechanization of these systems and procedures.

- Maintain a good working relationship with other community agencies, exchanging information, procedures, ideas, etc. for mutual benefit.
- Inform the Executive Director and other staff members of all pertinent matters. Meet regularly with the staff to develop timetables for specific projects and discuss progress with ongoing projects.
- Use effective written and verbal communication with staff and public.

Personnel:

- Prepare bi-weekly, quarterly and yearly federal, state, and social security payroll taxes and issue and balance W-2 forms and 1099 forms. Prepare and submit monthly IMRF deposits as Authorized Agent.
- Administer the employee benefits program, PDRMA Health Programs, for Medical, Dental, and Life insurance and assist in employee insurance claims and reports.
- Work with the current insurance provider on unemployment compensation claims.
- Develop and maintain a confidential personnel record system containing all pertinent data for each employee including vacation and sick days.
- Assist in orientation of all new full-time employees in regards to procedures and benefits.
- Prepare bi-weekly payroll, pay Federal and State withholding and complete general ledger journal entries.
- Recruit, hire, train, and evaluate all full-time and part-time personnel for the main office functions.
- Supervise all full and part-time personnel in the front office.
- Conduct staff meetings with all front office personnel on a regular basis.

**Marginal Functions:**

- Attend professional educational training and remain informed of current trends and issues in related responsibilities.
- Coordinate the computer registration process with Recreation Manager.
- Assist in developing and supervising procedures for purchase of supplies and equipment.
- Assist all employees of the Park District as needed.

**Psychological Considerations:**

- The individual must be able to work under the supervision of the Executive Director.
- He or she must be able to work, interact with the general population, including children, adults and staff in a friendly and courteous manner.
- The individual should be able to work with other staff and participants under stressful situations.
- He or she should be able to recognize and take appropriate action to correct safety hazards.

**Physical Requirements:**

- Ability to operate Park District vehicles.
- During special events, the individual should be able to work long stretches of time.

**Environmental Considerations:**

- The individual may be required to work during various weather conditions, including hot and cold temperatures as well as rain and snow.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions.

**Cognitive Considerations:**

- Resolve differences and problems that arise with patrons and employees.
- The Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- Must have the ability to read, write and organize materials. Must exhibit good problem-solving ability and judgment in keeping with the mission of the Park District.
- Must be able to understand basic math functions to do payroll and budget.
- Must be able to supervise staff and participants and have safety awareness.

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Signature

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Date