

Job Announcement
Washington Park District

Job Title: Finance and Personnel Manager

Location: Washington, IL

Salary: \$48,000-\$70,000 DOQ

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 industrial or 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.

Description: 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 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.

Benefits: Health insurance, dental and vision plan, Illinois Municipal Retirement Fund with voluntary additional contribution available, paid vacation, major holidays off, family health club membership included, park program benefits for employee and family.

Submit an Application, Cover Letter and Resume to:

Washington Park District
Attn: Brian Tibbs
105 S. Spruce St.
Washington, IL 61571
309-444-9413
btibbs@washingtonparkdistrict.com

Deadline: Friday, August 16, 2024

Timeline: Interviews will be setup August 19-30th. A job offer will be made the week of September 3 and we hope the candidate can start work with us on or around October 1.