



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: SUPERINTENDENT OF ACCOUNTING

DEPARTMENT: Finance and Personnel

FLSA CLASSIFICATION: Full-time Exempt

POSITION FOCUS

Responsible for the administration of the Finance Office and accounting responsibilities for the Park District

SUPERVISORY RELATIONSHIPS

- Reports to the Deputy Director
- Supervises the full-time, Accounts Payable Specialist, Accounts Receivable Specialist, Accounting Specialist, Guest Services Specialist, and part-time/seasonal finance staff including Courier

ESSENTIAL JOB DUTIES

- Provides supervision of daily Finance Office workflow essential to the preparation and maintenance of Park District finances and records
- Prepares and executes appropriate bank transfers to meet expense and investment requirements and maintains and executes subsidiary records and system entries
- Prepares, files, and investigates sales tax by monthly deadline
- Maintains fixed assets records and prepares information for appraisal update and audit
- Reconciles bank accounts monthly and verifies bank balance with general ledger
- Reviews and adjusts preliminary trial balance, as necessary
- Prepares property tax deposits and distribution
- Assists the Deputy Director with internal audit on all accounts and records, and coordinates the annual audit
- Acting as the Investment Officer for the Park District, invests all available cash in interest-producing opportunities within the confines of the Illinois Statutes and District Policy, under the direction of the Deputy Director.
- Attend Board Meetings as needed
- Acts as program administrator for the purchase card (P card) program; maintains user information, and creates upload into finance software
- Provides current cash flow information to the Deputy Director for investment purposes
- Monitors bank account balances daily, initiating transfers to maintain appropriate balances
- Prepares reports to the Board of Commissioners on investments and cash summaries
- Collaborate with preparation of board summaries
- Coordinates annual on-hand inventory for annual audit
- Maintains and keeps the currency of the general ledger current and enters and approves all journal entries
- Acts as an administrator of the financial, recreation, and time and attendance software programs
- Reviews payable lists and authorizes money transfers to cover, as needed
- Oversees all Park District cash controls and conducts drawer and petty cash audits, as needed
- Prepares annual budget projections and monitors revenue and expenses for applicable areas of responsibility
- Hires, trains, supervises and evaluates full-time, part-time, and seasonal direct reports
- Prepares and/or directs the preparation of monthly reports, and periodic and special reports and maintains departmental records
- Review and approve Accounts Payable transactions
- Completes monthly financial close
- Conducts staff meetings with direct reports
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional job duties as assigned, which may be considered essential

SECONDARY JOB DUTIES

- Performs special projects and duties as assigned by the Deputy Director to maintain sound business and financial management of the Park District
- Prepares and maintains all receipts and disbursements for the Arlington Heights Park District Foundation.

- Writes and updates Department of Finance accounting procedures
- Reviews and approves when designated due to the Deputy Director absence
- Recommends computer program modifications as related to Department of Finance duties
- Assists in the preparation of tax levy information and prepares the Tax Levy and BAO Ordinances
- Assists in annual budget material preparation
- Oversees billing to other agencies as required by agreements, including Children at Play (CAP), rental properties, COBRA, and other miscellaneous invoice requests
- Oversees archival record keeping and maintains offsite storage of such records
- Assists in the development and implementation of the department's Comprehensive Plan
- Attends meetings and participates in IPRA, IGFOA, GFOA, and local community agencies, associations and organizations
- Attends professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education

REQUIRED KNOWLEDGE

- Strong knowledge of general law and administrative policies and procedures governing business or governmental accounting
- Good knowledge of the general law and administrative policies and procedures governing financial management, auditing, and parks and recreation administration
- Basic knowledge of investment strategies
- Good knowledge of Department of Finance computer system applications including, but not limited to, accounting, registration, payroll, and time and attendance software

REQUIRED COMPETENCIES

- Ability to manage financial operations and to collaborate with the Deputy Director on fiscal and investment matters
- Ability to prepare, analyze and maintain detailed financial records and reports
- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups and agencies and to the general public
- Ability to hire, supervise, train and evaluate the work of finance staff
- Ability to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government
- Ability to work independently under general direction of the Deputy Director
- Capacity to be self-motivated and achieve goals by utilizing effective time management and organizational skills
- Capacity to proactively troubleshoot, problem solve and make sound judgments
- Ability to maintain self-control and composure in difficult situations
- Capacity to maintain confidential records and information
- Ability to follow directions and communicate verbally and in writing, and to read and understand printed materials
- Proficiency in word processing, advanced spreadsheet, and basic database applications
- Good knowledge of pertinent safety precautions
- Ability to pass the Park District's Defensive Driving training, in order to drive to various Park District locations

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Accounting, Finance, Business or closely related field from an accredited college or university
- Minimum three to five years of demonstrated success as a Business Manager or Accounting Supervisor
- Prior experience in a government agency is preferred
- Or, any equivalent combination of education, experience and training
- Obtain CPRP certification within one year of eligibility
- Maintain CPRP certification during employment
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six (6) months of employment

HOURS

- Monday through Friday, 40 hours a week, a combination of daytime, evening and weekend hours required on a weekly basis, with work hours designated by the Deputy Director
- Employee shall be on call as required
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

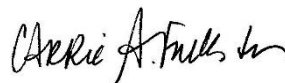
- Sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as when working on computer keyboard, calculator, etc.
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in paper boxes, storage boxes and other supplies
- General work area an indoor, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions when attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Parking is provided in a garage approximately one block away from building
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR barrier device such as mask or mouthpiece
 - Non-latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/25/84

Revision Approved – 12/14/88, 8/1/90, 3/24/98, 6/8/04, 8/27/10, 11/1/13, 10/9/17, 7/19/21, 9/11/26

Reviewed – 2/5/01, 3/23/06, 9/10/08, 4/19/16, 12/11/24, 2/9/26,



Executive Director