



**Job Title:** Superintendent of Finance  
**Department:** Finance  
**Classification:** Full-time, Exempt  
**Salary Range:** 9  
**IMRF Position:** Yes

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## **POSITION FOCUS**

Under the general direction of the Executive Director, the Superintendent of Finance is responsible for the overall planning, management, operations, administration, maintenance and development of the comprehensive financial systems and controls, including but not limited to, accounting of revenues and expenses, payroll, accounts payable and receivable, budget appropriations, capital allocations and spending, investment portfolio, and financial forecasting.

## **SUPERVISORY RELATIONSHIPS**

Reports directly to the Executive Director and indirectly to the board of commissioners.

Immediate supervision of the Assistant Superintendent of Finance.

## **ESSENTIAL FUNCTIONS**

1. Assemble a monthly report on activities within Department for the Executive Director and the Park Board of Commissioners.
  2. Attend and participate in Park Board meetings, meetings called by the Executive Director, community groups and affiliates as assigned and other meetings and appointments as necessary which may fall during and outside of normal business hours.
  3. Serve as a member of the administrative leadership team in coordination with the Executive Director to assist in district-wide visioning, planning, policy and procedure development, customer service initiatives and problem solving.
  4. Develop strategic and annual goals and objectives that coordinate with the mission and values of the District for the Finance Department.
  5. Develop specific work plans and oversee development of division work plans.
  6. Preparation and maintenance of the annual operating and capital budget. Responsible for monitoring and reporting performance and bringing issues to the Executive Director when deemed appropriate.
  7. Prepare and ensure proper, complete, and timely filings of the District's Annual Tax Levy, Budget and Appropriations Ordinance, Treasurer's Report, Prevailing Wage Ordinance, Tax Abatements and all other Ordinances required by State and Federal law on an annual or as needed basis and in compliance of state statutes and county requirements.
  8. Direct and control the accounting for revenues and expenses as related to department functions and district-wide activities in accordance with approved budget appropriations and in a manner consistent with Generally Accepted Accounting Principles.
  9. Prepare and present budget performance reports and any other reports requested and distribute to Executive Director and leadership team for effective discussions and decision-making processes regarding the district's financial position.
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10. Identify and develop strategies of revenue and cost containment measures regarding department and district-wide efficiencies and maximize potential value of available resources.
11. Work with Bond Counsel, financial advisors and other legal sources to forecast, plan, manage and maintain the district's debt service extensions and long-term financial models. As compliance officer, ensure proper, complete, and timely SEC filings with respect to bond issue disclosure.
12. Lead, facilitate, and ensure implementation of all relevant deficiencies or financially based recommendations within audit management letter and/or report.
13. Contract, schedule, and coordinate the preparation of the annual audit with the district's independent accounting firm in conjunction with Illinois law.
14. Participate on TIF committees as designated by Executive Director.
15. Identify, prepare and submit relevant grant applications as a source of alternative revenue sources for the department and District.
16. Ensure that collections are timely and consistent with current version of the agreements.
17. Forecast and implement sound financial decisions regarding tax revenue, revenue source growth and bonding to meet the long-term capital plans of the district while adhering to reserve fund levels and policies.
18. Manage and monitor all related models and plans regarding cost of service and recovery.
19. Supervise maintenance of current and accurate records pertaining to the Finance Department operations and facilitate discussion with staff on the proper use and interpretation of said records.
20. Facilitates goal development and progress to ensure alignment with the District's Comprehensive Strategic Master Plan and efforts of staff are effective and relevant to the functions and roles of the Finance Department.
21. Collect input and update standard operating procedures/manuals as needed and assigned.
22. Communicate matters of departmental importance to the Executive Director in a thorough and timely manner.
23. Perform other duties as requested and assigned.

## **SECONDARY RESPONSIBILITIES**

1. Compile adequate information to defend agency in the event of accidents, risk management context.
2. Work closely with other Superintendents and members of the Leadership Team in communication and cross coordination of district programs and services.



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3. Examine and make adjustments as determined to staffing structure and needs to ensure the proper and efficient use of staff levels appropriated to the department functions and create an environment for staff to succeed in reaching department goals and moving the District forward.
4. Foster internal and external departmental relationships. Provide leadership, management and development of staff while serving as a positive example. Develops positive working relationships with other departments and collaborates with them to develop best practices and cooperative solutions to problems.
5. Communicate organization's vision and mission to personnel and public.
6. Develop and maintain positive and cooperative relationships with community organizations, (e.g., Park Commissioners, affiliate groups, neighboring park districts, other units of local government, associations, clubs, non-profits, faith-based organizations) and represent park district in a professional manner.

#### **EDUCATION, EXPERIENCE, AND TRAINING**

- BA/BS in Accounting, Public Finance, business or related field of equivalence.
- Master's Degree, CPA, or CPRP preferred.
- Minimum ten (10) years of progressive experience in public finances or comparable experience.
- Minimum five (5) of these years with leadership and management of full-time staff experience.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment drug screen.
  - Ability to travel between park district sites, mileage to be reimbursed by park district for personal vehicles.
  - Comprehensive knowledge of Fund Accounting.
  - Understanding the principles, practices and objectives of Park and Recreation Administration.
  - Thorough knowledge of the principles of financial management.
  - Ability to supervise and develop all aspects of finance, including but not limited to, cash controls, payroll, accounts payable, accounts receivable, investment policies, and governmental accounting for the Park District.
  - The ability to contribute to the long-range master planning and development of the Park District.
  - Ability to evaluate and make recommendations for the long- and short-term financial plans of the Park District.
  - Ability to hire, supervise, train and evaluate finance and customer service employees.
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- The competency to maintain confidential records and information.
- Proficiency in word processing, advanced spread sheet and database applications.
- Perform management and leadership functions as needed for all finance staff and activities to ensure a culture of success.
- Examine and adjust as determined to staffing structure and needs to ensure proper and efficient use of staff levels appropriated to the department functions and create an environment for staff to succeed in reaching department goals and moving the district forward.
- Delegate responsibility and commensurate authority to subordinate staff to effectively meet the goals and priorities of the department and District.
- Strong organizational, analytical, problem-solving skills and attention to detail.
- Proficient with various computer software, i.e., Microsoft Office Suite, Tyler Incode, RecTrac and HRIS software.
- Excellent verbal and written communication skills.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with internal and external customers.

#### **HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)**

- General Monday to Friday, forty (40) hours per week.
  - Additional hours may be required to meet deadlines or for District events.
- General work area is an indoor, smoke-free environment with controlled temperatures and LED/fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of stationary work on a computer.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and printer.
- This position moves occasionally about the office to access files, printer, and cabinets.
- This position frequently communicates with staff and the public. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Infrequently moves items weighing up to 25 lbs. across office for various needs.



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- May require positioning oneself to reach for items, supplies or materials such as under a desk or a shelf.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **AFFIRMATIVE ACTION/EEO STATEMENT**

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

## **SIGNATURES**

This job description has been reviewed approved by:

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent/  
Superintendent Name: \_\_\_\_\_

Assistant Superintendent/  
Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **EMPLOYEE ACKNOWLEDGEMENT STATEMENT**

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

### **Acknowledgement Signatures**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_