

POSITION ANNOUNCEMENT DIRECTOR OF FINANCE

The Forest Preserve District of Will County is accepting resumes for a Director of Finance. This position serves as the Business Officer of the District, including the direction of all accounting, financial reporting, budgeting, and financial controls. The Director shall perform a variety of administrative services including, but not limited to, executing departmental operating procedures, budget oversight, policy making, and coordination at the District level.

See the attached Job Description outlining duties, skills, abilities, training, experience, and working conditions.

Resumes will be accepted until November 8, 2024.

Application Procedure: Send a cover letter describing interest and a resume to:

Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5669 (desk)
815-722-3608 (fax)
humanresources@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov.

**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: DIRECTOR OF FINANCE
DEPARTMENT: FINANCE
FLSA STATUS: EXEMPT

DATE: JULY 2024

BASIC FUNCTION

Under the direction of the Executive Director, this position serves as the Business Officer of the District, including the direction of all accounting, financial reporting, budgeting, and financial controls. The Director shall perform a variety of administrative services including, but not limited to, executing departmental operating procedures, budget oversight, policy making, and coordination at the District level.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Executive Director

Supervises:

- Staff Accountant
- Junior Accountant(s)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs department operations, the maintenance of services, and the implementation of new programs and/or processes to achieve District objectives and to ensure compliance with legal, financial, and District requirements within established timeframes.
2. Directs the District's annual budgeting process, including the preparation of appropriate justifications for shifting spending priorities.
3. Directs the development of the District's financial planning process (short- and long-term) and makes preliminary revenue projections based on recent fiscal and District development trends.
4. Implements and manages all financial internal controls and processes.
5. Formulates and implements accounting procedures that are in compliance with State and Federal regulations and Board policies.
6. Prepares a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, etc.) for Executive Director for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.

7. Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
8. Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
9. Maintains a variety of manual and electronic fiscal information, files, and records for the purpose of providing an up-to-date reference and audit trail.
10. Monitors budget allocations, expenditures, and related financial activities to ensure that allocations are accurate and 'best practices' are followed.
11. Conducts internal audits (general and special funds) to ensure program operations are within budget and in accordance with fiscal practices.
12. Reconcile all bank accounts on a monthly basis (*currently 27ct*).
13. Prepares and maintains all financial records for Other Post Employment Benefits (OPEB) Trust.
14. Prepares and maintains all financial records for the Thorn Creek Woods Management Commission.
15. Required to prepare and have knowledge of current GASB entries and financial statements.
16. Assumes responsibility for all fiscal reporting, including, Federal, State and County reports, monthly financial reports to the Board and the District's Comprehensive Annual Financial Report.
17. Coordinates and participates in the annual audit of the District.
18. Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform necessary work functions.
19. Disseminates policies, procedures, rules, and regulations regarding the storage, retrieval, microfilming, and destruction of District fiscal records.
20. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of modern principles of public financial management, administration, budget preparation, accounting, and financial statement preparation.

- Considerable knowledge of the rules and regulations governing municipal financial accounting/management in Illinois and of the administration and application of the Illinois statutes, the District's Enabling Act, and other special rules and regulations as they apply to the District's financial and accounting matters.
- Ability to analyze and interpret complex documents
- Effective management and interpersonal skills
- Effective communication skills, both oral and written
- Computer skills (i.e. Microsoft Office, accounting software, etc.)

TRAINING AND EXPERIENCE

- Bachelor's degree in public or business administration, accounting, financial management, or related field
- Certified Public Accountant (CPA) preferred
- Five to eight years accounting experience including three years of experience in supervising government fiscal operations; or an equivalent combination of training and/or experience

WORKING ENVIRONMENT AND CONDITIONS

Work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, talk and hear.
- Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in this job is usually moderate.
- This position includes the option for a maximum of 16 hours of remote work during each work week, subject to supervisor approval.
- Must possess a valid driver's license.

PAY RANGE AND ANNUAL SALARY

Salary Grade: 16

Minimum: \$84,927
Midpoint: \$104,036
Maximum: \$127,444