

## 8.2 Finance Manager

Permanent Part-Time

Hours: 25 – 30

Immediate Supervisor: Executive Director

Wage Range: \$21.00 - \$29.00

Job Summary: This person will be responsible for the month and year-end accounting activities and ensure timeliness, accuracy, and continuity of financial information. This person may serve as or assist the Board Secretary/Treasurer and will be responsible for providing written documentation for all activities, actions, and governmental functions to the Executive Director and Board of Commissioners. This person will also work closely with the Executive Director on confidential situations and information.

### Job Duties:

- Record the proceedings of all Sandwich Park District Board meetings and provide copies to all members, within one week after that meeting.
- Publish meeting dates and public notices in local paper.
- Assist in preparing, maintaining, and filing all Board and District ordinances, policies and resolutions.
- Assist the Executive Director in all insurance and legal matters.
- Track assignment of grants, invoices, contract agreements and bonds as necessary.
- Prepare and process all information needed within local county offices for Kendall and DeKalb. Assist with Economic Interest Statements filing.
- Complete FOIA requests as needed and acts as FOIA officer along with Executive Director. Complete annual FOIA training.
- Archive park district ordinances, policies, resolutions, minutes and agendas.
- Prepare and monitor annual disposal of records, subject to board approval.
- Maintain reports and records for the Sandwich Park Foundation, filing all non-profit annual reports.
- File Invoices, prepare and file all necessary documents monthly and prepare for audit submittal.
- Perform all accounting functions including payroll for the Sandwich Park District.
- Record receipts of all monies and make deposits.
- Pay and record all authorized statements.
- Prepare monthly and quarterly IDES report.
- Complete, file and maintain state, federal tax, IMRF, Social Security and withholding documents. Responsible for I-9, W-2, W-4, and employment documents.
- Maintain and provide the Board of Commissioners and Executive Director with all financial reports involving the Board and the park district. Prepare and balance monthly budget reports and prepare necessary budget ordinances.
- Prepare and record annexations into the park district.
- Maintain and provide current documents necessary for vendors/contractors.
- Perform other related duties as assigned.

### Job Specifications:

- Ability to interpret financial data and analyze problems of a governmental business nature.
- Must have the ability to work with others and deal effectively with the public.
- Must maintain certifications for FOIA and OMA annually.
- Able to abide by and maintain confidentiality and security matters at all times.
- Maintain a valid notary public license.

### Employment Standards

- High School graduate or GED.
- Bachelor's Degree in Business or related field preferable.
- Three years of bookkeeping work related to Fund Accounting.
- Working knowledge of computerized accounting system is essential.
- Experience or knowledge in the field of governmental accounting, preferred.
- Shall have considerable knowledge of public accounting principles.
- CPR/AED Certification is required within a 6-month period after hire.
- Must be 18 yrs. or older, have and maintain a valid driver's license and must pass a standard background check.

Compensation negotiable based on qualifications.