

CHAPTER 4 – JOB DESCRIPTIONS – BUSINESS SERVICES DEPARTMENT

| | |
|-------------------------|--------------------------------------------------------------------------------------|
| Job Title: | Director of Business Services |
| Function: | Administrative |
| Supervisor: | Executive Director |
| Employee Status: | Exempt |
| FLSA Category: | Exempt-Executive |
| Supervises: | Administrative Assistant; Bookkeeper; Secretary/Receptionist; Assistant Receptionist |

Job Description:

The Director of Business Services is responsible for recommending, implementing, and maintaining policies and procedures in the areas of Finance, Governmental Fund Accounting and Purchasing. The Director must possess exceptional organization, ethical, and leadership skills as the district's finance expert. The Director of Business Services reports to the Executive Director and supervises full-time Business Office staff including the Receptionist, Bookkeeper, Administrative Assistant.

Desired Qualifications, Skills, and Abilities:

Required:

- A Bachelor's degree in business administration, accounting, finance, public administration, or a closely related field is required.
- Five years' experience involving governmental finances, accounting and purchasing, or a closely related experience.
- Supervisory and demonstrated leadership experience.
- Comprehensive knowledge of federal and state laws, and local ordinances pertinent to finance, accounting, and purchasing.
- Proficient in the use of Microsoft Office applications. Possess computer skills including proficiency in word processing and advanced spreadsheet and financial applications.
- Valid Illinois Driver's License and must be able to get to various work sites within the District.
- Personnel management skills necessary to effectively plan, motivate, train and supervise the work of professional and technical staff.
- Must be able to interpret and implement federal and state laws, and local ordinances.
- Must possess a strong sense of ethics that governs personal behavior.
- Must be able to work independently in day-to-day operations with general direction from the Executive Director.
 - Excellent time management and organizational skills.
 - Excellent attention to detail & accuracy.

Complimentary:

- Government Finance Officers Association (GFOA) membership.
- Illinois Government Finance Officers Association (IGFOA) membership.
- Knowledge of or ability to learn the use of CivicRec (Registration software), BS&A (Accounting software) and Microsoft Office Suite.
- Certification as a Parks and Recreation Professional.
- Certifications related to MIS, Accounting or Cost Controls.
- Supervisory experience in public parks, recreation or municipal government.

Work Activities: (Illustrative Only)

Finance

- Coordinates the preparation of the District's annual budget.
- Prepares the District's Annual Budget and Appropriation Ordinance and controls expenditures within the budget framework for all departments.
- Prepares the District's Annual Tax Levy and supporting documents.
- Prepares and /or directs the preparation of Board financial summaries, monthly reports, and periodic and special reports in accordance with GASB rules and guidelines.
- Creates and implements all financial accounting of the District's capital projects.

- Manages the District investments to assure compliance with investment policies and procedures and state regulations.
- Supervises the annual audit by outside auditors, review audit findings and implement auditor recommendations.
- Prepares studies and conducts projections that may have impact on the future ability of the District to meet its financial obligations.
- Prepares financial reports for the Executive Director and Board of Commissioners.
- Manages the operation of all accounting systems, records and related detail, including but not limited to, receipts, expenditures, general books of account, bank reconciliations, personnel records, purchasing records and systems and such other detail procedures as are necessary to the efficient conduct of various departments.
- Creates the District's debt payment schedules; works with Financial Consultants and/or Bond Counsel on debt issuances and debt financing and refinancing.
- Approves requisitions and check requests for payment.
- Plans, directs and manages all financial details of the salary and wage administration, payroll and benefit programs including insurance programs, the IMRF and all voluntary benefit programs of the District.
- Manages all financial aspects related to IPARKS claims or losses, IPRF worker compensation claims, unemployment compensation and employee hiring and separation.
- Manages all aspects of the District's credit card payment processing system including maintaining PCI compliance.
- Responsible for evaluating and controlling the District inventory control systems.
- Assists with monitoring all activities of the Boehl Memorial Trust through the State Street Bank & Trust Co.
- Monitors compliance with IRS tax-exempt regulations with respect to the District's issued bonds.

Technology

- Oversees the development and ensures completion of organizational technology goals.
- Leads initiatives to enhance efficiencies through the use of technology and assures short and long term plans are in place.

General Management

- Prepares, implements, and enforces procedures, methods, and policies in relation to accounting, information technology and purchasing.
- Directly supervises the Administrative Assistant, Bookkeeper and Receptionist.
- Studies the conditions, needs and trends affecting the financial and technology requirements of the District and implements changes as necessary.
- Interprets, implements, and enforces the payroll, accounting, budget, procurement, electronic communication and equipment policies and procedures of the District.
- Maintains excellent inter-departmental communication within the District through verbal and written means.
- Sets and evaluates departmental goals and objectives.
- Delegates work assignments to achieve the most effective and efficient results.
- Maintains systematic, complete and accurate records of the financial and technological activities of the District and its property.
- Responsible for the interpretation and application of federal and state Human Resource regulations, procedures, and the District policies, ensuring uniform application and compliance.
- Attends monthly Board Meetings, and other special meetings of the Board of Commissioners as requested by the Executive Director.
- Attends the Quincy Park Foundation meetings.
- Presents policy and procedure proposals to the Board of Commissioners.
- Analyzes the effectiveness of existing finance, budget and technology procedures and implements change.
- Serves as the FOIA Officer for the District and responds to all FOIA requests.
- Serves as a member of the District's Safety and other assignments as requested by the Executive Director.
- Serves as authorized agent for the Illinois Municipal Retirement Fund.

Additional Functions

- Attends professional conferences, workshops and seminars, within budgetary parameters and with the Executive Director's approval, as they pertain to the Director of Business Services.
- Assists with special projects and events and attends special project meetings as necessary or requested
- Performs other duties as assigned.

Cognitive Considerations

- Ability to analyze complex data and situations. Must possess excellent analytical skills to evaluate and recommend alternative actions with minimal direction.
- Ability to present ideas and recommendations in a concise verbal and written manner to groups and individuals.
- Ability to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff and external customers.
- Ability to follow directions and communicate in English verbally and in writing. Ability to read and understand materials printed in English.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
- Ability to maintain an even temperament and manage stressful situations effectively to preserve working relationships.
- Ability to communicate with staff in clear, concise and accurate manner.
- Ability to use independent judgment, initiative and respond to unexpected or unplanned events and complete tasks without immediate supervision.
- Ability to interpret "early warning" signals and communicates information.
- Ability to involve others through informal networking and in decision making.
- Ability to maintain a professional appearance and speak effectively in public.
- Ability to interpret and explain Department and District policies and procedures.
- Ability to follow good safety awareness and judgment in all aspects of responsibility.
- Ability to represent the Quincy Park District in a professional manner.

SPECIAL REQUIREMENT: It is the express responsibility of the Director of Business Services to maintain the essential confidentiality of assigned duties. Violation of this responsibility will be considered cause for dismissal.