

## Director of Business Services

The Quincy Park District consists of approximately 1,012 acres of parkland and facilities, including a 27-hole golf course. The District provides a full range of activities and services year-round. Recreation programs for youth and adults include baseball/softball, basketball, soccer, futsal, sand volleyball, pickleball, golf, fitness classes, fishing clinics, swimming lessons, tennis lessons, archery, lacrosse, day camps, special events, mommy/daddy date nights, outdoor education, and special population programs.

The District's EAV for 2021 was \$714,636,159 and has an operating appropriation expense for FY2023 of \$13,190,275.

As a leader in the organization, 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. A full job description is available at [https://www.quincyparkdistrict.com/wp-content/uploads/2023/01/DOBS-JobDescription\\_Dec2022.pdf](https://www.quincyparkdistrict.com/wp-content/uploads/2023/01/DOBS-JobDescription_Dec2022.pdf).

Requirements are as follows:

- 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.

Benefits & Wages: Health/Dental/Vision insurance for individual and family; paid life insurance; a retirement plan with the Illinois Municipal Retirement Fund (IMRF); paid vacation, personal days, holidays and sick time; unlimited in-house complimentary programs; seasonal pool passes (individual and family); and discount at Westview Golf Course.

The salary for this position is \$65,000 to \$80,000, dependent on qualifications and experience.

Applicants can apply at <https://www.quincyparkdistrict.com/information/employment/>. Applications are due by March 1, 2023 for the first round of interviews. Applications can be filed until the position is filled.