



River Forest Park District

Job Description

Job Position Title: Business Manager

Salary Range: \$26.45/HR - \$38.47/HR

Starting Salary Range: \$26.45/HR - \$31.26/HR
(Note: Must be within the first 40% of the Salary Range.)

Working Hours: The Business Manager is a part time non-exempt position working an average of 20 hours per week (not to exceed 999 hours annually).. The scheduled work hours are flexible. The scheduled work hours shall fall within the River Forest Park District administration office hours Monday – Friday, 8:30 AM to 5:00 PM, including ½ hour unpaid lunch.

Summary: The Business Manager is responsible for all fiscal, payrolls, and human resource aspects of the Park District, however, may be asked to assist with office management and ADA compliance operations of the Park District as needed.

Qualifications: Bachelor's degree in accounting, business administration or closely related field. A minimum of 4 years of administrative experience with preference given to those individuals with a parks and recreation background. Advanced computer experience in Excel, Word, and QuickBooks. A valid Illinois State Drivers License (Class A).

Immediate Supervisor: The Business Manager reports to the Executive Director.

Essential Functions:

1. Communicate with the Executive Director regularly on Park District matters.
2. Prepare board reports, financial reports, and administrative reports for the board and/or committee meetings.
3. Assist in preparing the annual appropriation ordinance, levy, and budget.
4. Coordinate the annual Audit and Treasurers Report.
5. Maintain a logical and integrated plan for the financial operation, cash flow, and long-range forecasts.
 - a. Maintain a complete accounting system, which meets all legal requirements and the American Institute of Certified Public Accountants guidelines.
 - b. Administer the review and balancing of the general ledger, and revenue and expense reports.
 - c. Administer accounts receivables/payables, including check processing and bank reconciliation.
6. Maintain a chart of accounts for all revenue and expenditure items with sufficient description as to enable personnel receiving revenue or requisitioning service, supplies, and materials to properly and correctly assign account code numbers.
7. Manage the Assetmaxx Inventory System for the Park District's capitalized assets.
8. Monitor all accounting computer systems and report any deficiencies to the proper authority.
9. Maintain a logical and integrated plan for the financial operation, cash flow, and long-range forecasts for the Parks Foundation.
 - a. Maintain a complete accounting system, which meets all legal requirements and the American Institute of Certified Public Accountants guidelines.

- b. Administer the review and balancing of the general ledger, and revenue and expense reports.
 - c. Administer accounts receivables/payables, including check processing and bank reconciliation.
10. Manage non-capital inventory for the Park District.
 11. Administer all new employees hiring, including physical/drug testing appointments, criminal background checks, drivers abstract, orientation, and exit interviews.
 12. Administer the Park District payroll system, including payroll input, balancing of payroll accounts, check processing, payroll tax accounts, and bank reconciliations.
 13. Administer the Employee Benefit Program, including IMRF; medical, dental, vision insurance; life insurance; and 457 plan.
 14. Maintain confidential employee personnel and payroll records. Maintain payroll records for holidays, vacation, sick, and administrative time.
 15. Manage Cook County records reporting.
 16. Maintain records of all certificates of insurance and W-9's for the Independent Contractors
 - a. Administer the 1099's at the end of the year.
 - b. Administer the Payroll Compliance Report for PDRMA.
 17. Promote a quality loss control/safety program for the Park District
 18. Demonstrate exceptional customer service skills in all communications.
 19. Perform any duties as assigned by the Executive Director.

Marginal Functions:

1. Perform duties of the Business Manager as needed.
2. Attend Park District meetings as necessary.
3. Conduct regular staff meetings.
4. Represent the Park District in various public forums.
5. Establish and maintain relationships with other agencies, business organizations, and community groups.

Psychological Considerations:

1. Must provide team leadership.
2. Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
3. Must be able to function effectively in a fast-paced environment.
4. Must be able to deal with people under stressful and demanding situations.

Physiological Considerations:

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 25 pounds.

Environmental Considerations: May be exposed to elements when driving to meetings. Most activities are performed indoors; these conditions include lighting and temperature.

Cognitive Considerations: The Business Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.