



GLENVIEW PARK DISTRICT

FINANCE
DIRECTOR



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EXECUTIVE RECRUITMENT

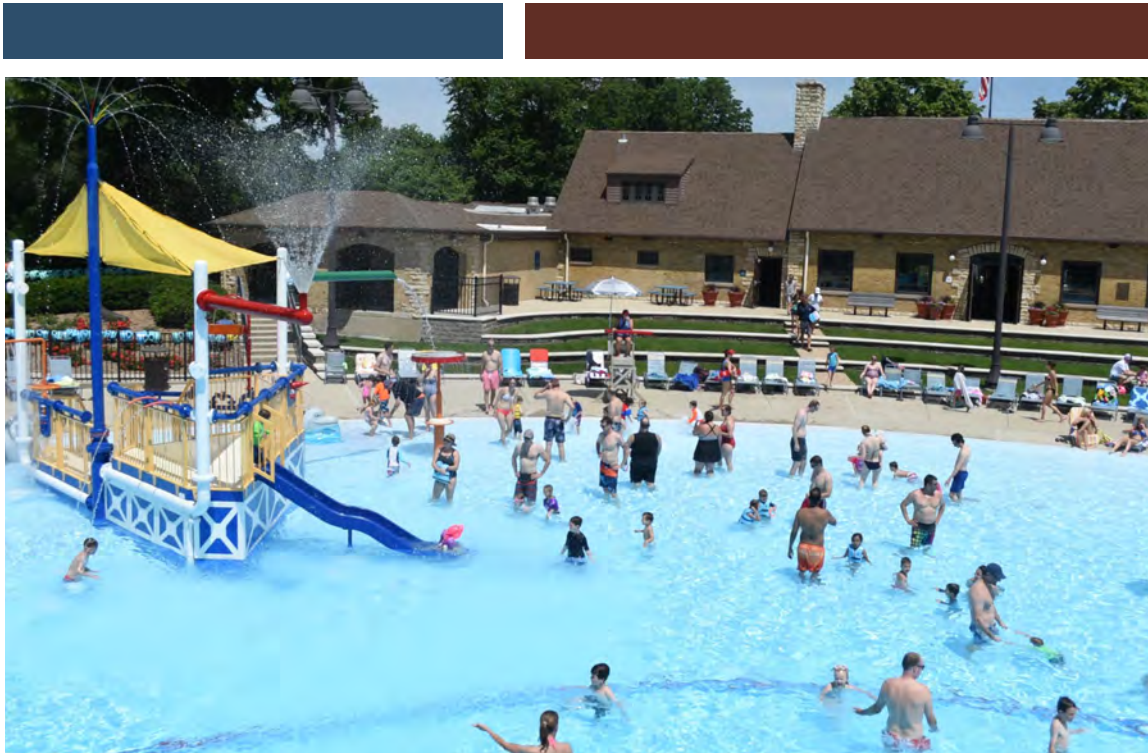
GLENVIEW PARK DISTRICT, GLENVIEW IL

FINANCE DIRECTOR

GovHR USA, LLC is pleased to announce the recruitment and selection process for Finance Director for Glenview Park District, Illinois. The District is seeking a collaborative and experienced finance professional to join their dedicated leadership team. This brochure provides background information on Glenview Park District as well as the requirements for the position. Additional information about the District can be found on the District's website: <https://glenviewparks.org/>.

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references at www.GovHRUSA.com. This position is open until filled with first review of resumes to begin July 15, 2022. Questions regarding this opportunity should be directed to the Executive Recruiter working with Glenview Park District:

GovHR USA
Maureen Barry, Senior Vice President
Phone: 847-380-3240, x116



PARK DISTRICT BACKGROUND AND OVERVIEW

The Glenview Park District is a nationally recognized, award winning park district located in a prestigious northern suburb of Chicago known for excellent schools, beautiful neighborhoods and proximity to Lake Michigan. Established in 1927 as a separate taxing district, the Glenview Park District has distinguished itself as one of the premier parks and recreation organizations in the country. The District's array of facilities and programs has earned it two National Gold Medal Awards for Excellence in the Field of Parks and Recreation Management in the national competition approved by the American Academy of Park and Recreation Administration and the National Recreation and Park Association. Most recently the District was named a Gold Medal finalist in 2019. These awards cite the District's "continued pursuit of excellence" and the "professionalism which distinguishes its management". The District has received multiple additional awards for excellence in innovative facilities and programs. The Glenview Park District has been recognized by the Illinois Park and Recreation Association as an Exceptional Workplace Award recipient. The District is a model agency for its intergovernmental cooperation, public engagement and civic involvement.

Serving 58,000 residents over 17 square miles, the Park District has state-of-the-art facilities including a 170,000 square foot Park Center complete with fitness and aquatic facilities; the Grove history and nature museum; the Historic Wagner Farm; an educational building showcasing green technology; an 18-hole golf course and clubhouse and a nine-hole golf course; an ice center; a tennis facility; 13 field houses and much, much more.

Headquartered in its newly renovated administrative offices, the District has over 100 full time employees, 300 year-round part time employees and another 500 summer/temporary employees. The District is well known for its public engagement, civic involvement and its progressive management culture. The Park District is active in promoting DEI efforts and offers a supportive environment for all staff members.

With an [FY 2022-2023 budget](#) of about \$40 million, the Glenview Park District is one of the largest, most unique and inviting park districts in Illinois. The District's property covers over 861 acres which includes 12 major facilities, 27 parks, 13 fieldhouses and miles of walking trails. The Glenview Park District manages and preserves the community's most precious lands, possessing both natural and cultural significance.



GLENVIEW PARK DISTRICT AT-A-GLANCE



Population **58,183**
residents



District's boundaries encompass
17 square miles



County: **Cook**



861 acres of land owned
and leased



2022-2023 Fiscal Year
Total Budget

\$40 million



Median Household Income
(in 2020 dollars):

\$118,019



Median Home Value:

\$498,000

GUIDLING PRINCIPLES



The Glenview Park District is guided by the following principles:

Safety and Proactive Risk Management

The District will strive to provide safe parks, recreation programs and facilities which balance the need to minimize risk while preserving the fundamental nature of the recreation experience.

Customer Experience

The District will consistently strive to meet or exceed its customers' expectations and create value for its residents.

Diverse Programming

Recognizing the social, cultural and economic diversity of the community, the District will offer a wide range of innovative recreational opportunities and facilities reflective of the community's interests.

Stewardship and Sustainability

The District will respect the importance of historical, environmental and conservation significance in developing, maintaining and preserving land and facilities.

Fiscal Responsibility

District decisions will be guided by sound financial principles. Services will be provided in a cost-effective manner which strives to maximize value to the taxpayer and benefits to the community.

Employer of Choice

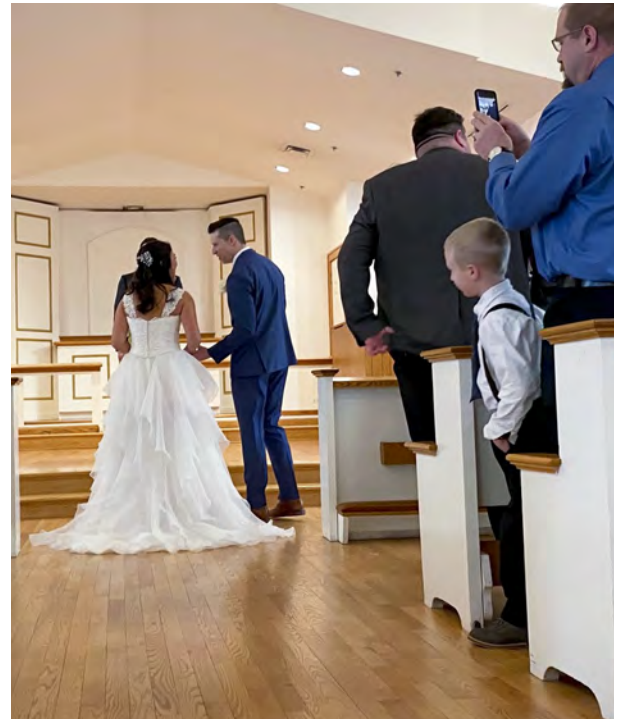
The District will establish philosophies and practices designed to attract, train and retain highly dedicated and talented employees.

Accessibility

The Glenview Park District is committed to maintaining an environment which is inclusive in providing access to its programs, events, facilities, services, and employment opportunities.

Mission: Through exceptional experiences, the Glenview Park District strives to build a sense of community, enhance people's lives and contribute to enrichment of the individual, family and the community.

Vision: A community in which everyone enjoys happiness, health and an appreciation of the environment on a daily basis



POSITION AND DEPARTMENT IN BRIEF

The Finance Director reports to the Deputy Executive Director and has district-wide responsibility for the administration, planning, organization, and supervision of all park district financial and accounting activities. Responsibilities include accounting & financial operations, reporting, investments & bonds, regulatory compliance, budget, and planning. The position develops financial strategies to meet the goals of the park district and oversees a district-wide budget (currently about \$40 million).

The Park District has a \$27 million operating budget plus a current capital budget of \$7.5 million and debt service budget of approximately \$5 million. Moody's Investor Services has recently reaffirmed the District's 'AAA' bond rating. Moody's most recent report (2019) cited the District's "large tax base, high income levels and a very healthy financial position", as well as its manageable" debt burden and "modest" pension burden.

The Finance Director has supervisory responsibility for four full-time and one part-time employees, and other contractors as needed. The role is interesting and dynamic, involving everything from participation in restaurant operations to buying draft horses.



PRIMARY POSITION RESPONSIBILITIES

The essential job functions of the Director include, but are not limited to:

- **Accounting Operations**
 - Directs and oversees all daily accounting activities including: General Ledger, fixed assets, payables, receivables, month-end and year-end closing, registration software & transactions and annual year end audit.
 - Reviews account reconciliations, ensures outstanding items are being researched and cleared.
 - Maintains the integrity of data and balancing in all financial systems, payroll, GL, accounts payable, fixed assets, and registrations systems.
 - Prepares the tax levy based on an analysis of the District's funding needs, sources of revenue, and understanding of the tax cap legislation.
 - **Financial Reporting** - Monitors & analyzes financial activities of the District, conducts cost and revenue analyses, investment projections, financial reports, studies and makes recommendations for all financial aspects of facilities and total District.
 - **Investments and Bonds** - Responsible for coordinating information for bond sale, investment of Park District funds, recommending debt repayment structures and making debt payments when due. Monitors cash flows and debt levels. Preparation of tax abatement ordinances.
 - **Compliance** - Compiles data and prepares reports for regulatory agencies. Develops, implements, and monitors internal financial controls, and ensures compliance with accounting rules & regulations. Supervises the completion, publication and filing of the Treasurer's report as required by State statute.
 - **Budget** - Responsible for overall oversight of the District's budget, including an annual budget direction memo, with general economic, financial, legislative, and operational considerations; specific information about tax revenues, utility rate increases, capital replacement charges, brochure cost allocations and other district wide particulars. Preparation of the Budget and Appropriation ordinance and monitors compliance. Develops detailed budgets for several areas including: Capital Replacement, Capital Development, Farm and Fields, Bond and Interest, Special Recreation, Retirement funds, as well as future replacement of capital items, profit/loss of various business units and sub-groups, and facility budgets.
- Other duties include participation in District operations and financial planning activities, management of department staff, including development and training, safety compliance activities and other administrative tasks.

CHALLENGES AND OPPORTUNITIES

In addition to the responsibilities listed in the *Primary Position Responsibilities* section, the next Director can expect to work closely with the Deputy Executive Director, Executive Director, Board of Trustees, and staff on the following issues:

- Continued development of the recently implemented ERP system.
- Review and update of District purchasing policies.
- Financial projections following the recent closure of the Glen TIF District.
- Manage minimum wage increases, inflation.
- Proforma forecasting for additional capital spending.
- Continued implementation of the District's Strategic Plan using a balanced scorecard approach.

EDUCATION AND EXPERIENCE REQUIREMENTS

The District is seeking an experienced and progressive Director to lead the Finance Department. The successful candidate will have the following:

- A Bachelor's degree in Accounting, Finance, Business, Public Administration, or related field.
- A Master's degree, CPFO, and/or CPA or equivalent experience are desired.
- At least 5 years' progressive work experience and supervisory experience are required.
- Professional certification(s) and/or active membership in a professional association desirable.
- Valid Illinois driver's license required.
- Strong oral and written communication skills, strategic planning abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials.

Residency in Glenview is **not** a requirement for employment.



THE IDEAL CANDIDATE

In addition to the requirements listed above, the District is seeking candidates with the following traits:

- Strong knowledge of accounting (preferably governmental/fund), financial systems, internal controls & auditing, and standard business practices.
- Strong communication and interpersonal skills, with the ability to communicate complex financial information to a general audience, verbally and in writing.
- Ability to perform financial analysis as well as make projections and sound recommendations.
- Strong interest and ability to supervise employees, creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions with a high level of customer service.
- Technologically savvy, with a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information. Possess proficiency in Microsoft Word, PowerPoint and Excel and general working knowledge of enterprise resource planning (ERP) systems.
- Excellent reputation and a demonstrated high level of honesty and integrity.

COMPENSATION AND BENEFITS

The anticipated starting salary range is \$115,000 - \$125,000 +/- DOQ, with the range maximum at \$152,000. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. The District also offers paid vacation, holidays and sick leave, along with tuition reimbursement and a variety of District recreational benefits. Partial remote work schedule options may be available.

HOW TO APPLY

Apply online immediately at www.govhrjobs.com with a resume, cover letter and contact information for five professional references. This position is open until filled with first review of resumes to begin July 15, 2022. Questions about the position are encouraged and may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 224-380-3240, x116.

Glenview Park District is an Equal Opportunity Employer.

