

# Job Opportunity

The Alsip Park District is seeking qualified individuals to apply for the Business Manager Position. This is a full time position.

**Job Title:** Business Manager  
**Agency:** Alsip Park District  
**Website:** [www.alsipparks.org](http://www.alsipparks.org)  
**Salary:** \$50,000-\$65,000/annually plus benefits  
**Deadline:** March 9, 2020

**Qualifications:** A Bachelor's Degree in Accounting, Business Management or related field is required with a minimum of five years experience. Master's Degree and/or CPA designation desirable. An understanding of government fund accounting, working knowledge of information systems, budgets, planning and reporting systems; excellent communication skills and knowledge of basic business financial procedures. Knowledge in Microsoft Office Suite and Smart Fusion software experience is desirable. Certified in first aid and CPR. A valid Illinois Drivers License is required.

**Duties:** The Business Manager is responsible for the overall operation and management of the business department including but not limited to the management of finance, human resources, information technology and payroll operations. The position will supervise the Office Manager/Business Clerk position. The Business Manager duties include but are not limited to management and preparation of accounts payable and accounts receivable; prepare monthly income and expense reports for all facilities and departments; reconcile monthly bank statements; prepare short and long range financial planning; administrator of Smart Fusion software; supervise all records systems, insurance programs and employee benefits; prepare and publish financial reports as required, compile and analyze statistical data; supervise the finance and business matters of the District; forecast revenue and expenses, supervise and secure the most beneficial investments for the District funds; maintain up to date inventory of agency capitol and assets, monitor all cash handling procedures; coordinate purchasing policy; assist in the development and control of the annual operating budget; prepare regular and special reports as required by the Director; actively represent the District in PDRMA; attend monthly board meetings; maintain positive public relations and communication with all departments and with the community.

**Contact:** Please mail or e-mail cover letter, resume, references to:  
Jeannette Huber, CPRP  
Director of Parks and Recreation  
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