



**Collinsville Area Recreation District  
Job Description: Finance Coordinator**

**Department:** Administration

**FLSA Status:** Exempt/Salaried

**Immediate Supervisor:** Executive Director

**Salary Range:** Based on Experience

**Supervises:** N/A

**Classification:** Regular Full Time

**JOB SUMMARY**

Under supervision of the Executive Director the Finance Coordinator is responsible for organizing and maintaining the District's financial reporting systems and financial statements. The Finance Coordinator is also responsible for general accounting activity to include managing and administering accounts payable, accounts receivable, and payroll, as well as other special projects as assigned.

**SPECIFIC DUTIES**

- Plans, organizes and controls all general accounting and finance operations including but not limited to payroll, accounts payable, accounts receivable, general ledger, investments, and the supervision of finance personnel.
- Manages General Ledger, including maintenance of all associated files, entry of annual budget figures, inputting journal entries, and generating any spreadsheet reports as needed. Identify and record transactions and other events; prepare adjusting entries in relation to prepaid expenses, unearned revenue, accrued liabilities or expenses, accrued assets or revenues.
- Maintains budget and monitors expenditures to ensure conformance with approved budget, reports issues to Executive Director.
- Maintains all financial reporting systems to insure integrity of financial results based on effective accounting procedures and controls.
- Determines work procedures, prepares work schedules, and expedites workflow; study and standardize procedures to improve efficiency and effectiveness of financial operations.
- Responsible for performing accounting functions, including:
  - Maintenance of vendor files. E.g. assigns vendor numbers to new vendors; inputs changes to existing ones and deletes dormant accounts.
  - Verifies & processes all requests for payment (invoices, refunds, etc.), researches outstanding invoices and other billing and payment issues.
  - Obtains authorized signatures and mails accounts payable checks and remittance according to schedule.
  - Maintains paid bills files of vouchers and check copies with attached paper work in paid bills file monthly.
  - Ensures properly completed payment authorizations, purchase orders, waivers of lien and other supporting documentation according to policy, practice and law are

- received before releasing checks for payment.
  - Maintains and executes accounts receivable billings, enters credits and payments, and reviews monthly statements and mail.
  - Prepares bank deposits, maintains petty cash fund, prepare and execute appropriate bank transfers to meet the expense and investment requirements and maintain and execute subsidiary records and system entries.
  - Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Participates in annual audit of the Park District's financial statements as well as performs internal audits with special emphasis on cash receipts, reports and controls of all programs and facilities. Promptly corrects any shortcomings or improvement areas as indicated in Management letter or set forth by the Executive Director.
- Perform internal audit function with special emphasis on cash receipts, reports and controls on all revenue facilities, to include District events and programs, Splash City Waterpark, Arlington Greens Golf Course, and concessions, etc.
- Maintains and updates the accounting system's instructions in accordance with any changes to processing or system procedures. Assists in the testing of payroll and accounts payable software.
- Oversees payroll processing and maintains payroll functions to include:
  - Assists with processing of bi-weekly payroll and W-2's.
  - Assists with preparing reports for deposits to outside agencies.
  - Assists with updating and maintenance of all current and historical payroll records.
  - Processes wage garnishments and child support payments.
- Responds to Board inquiries; reports on department activities and operations and recommend policy and procedural alternatives.
- Work with District's accounting service for:
  - Timely monthly and year-end closing of Accounts Payable, Accounts Receivable, Payroll and General Ledger computer systems
  - Recording and paying of bi-weekly, quarterly and yearly federal, state, and social security payroll taxes.
  - Issuing and balancing W-2 forms.
  - Submitting deferred compensation payments to plan providers.
- Assists with preparation of monthly Treasurer's Report to reflect actual cash position of the District.
- Oversees participation in District's deferred compensation plans.
- Recruits, hires, trains, and supervises department personnel.
- Actively supports District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program.
- Observes and reports unsafe conditions and/or issues to supervisor.
- Performs other duties as assigned by supervisor.

## **QUALIFICATIONS**

1. Bachelor's degree in accounting, finance, business administration or related field is preferred. High school diploma or equivalent along with formal training in accounting, finance, bookkeeping, and payroll administration may be considered.

2. Working experience with OSAS (Open Systems Accounting Software) highly preferred.
3. 5 years related experience required, preferably within municipal government.
4. Knowledge of standard business practices, payroll, accounts payable, accounts receivable, general bookkeeping, and all related regulations, requirements, and technical systems.
5. Thorough knowledge of Microsoft Office applications (e.g. Word, Excel), computer-based public accounting systems, and financial management is required.
6. Must be able to read, write, analyze, and interpret complex financial reports and legal documents.
7. Must have strong analytical ability and attention to detail.
8. Must be able to establish and maintain positive and effective working relationships with Board members, employees, cooperating agencies, vendors, and program participants.
9. Must be able to successfully pass an ISP Criminal Background Check and Drug/Alcohol Screening.
10. Must hold a valid Drivers License or State Issued Identification card.

*\* Occasional evening and weekend work may be necessary.*

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

#### **OTHER BENEFITS**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short and Long Term Disability
- Paid Holidays/Sick and Vacation
- Illinois Municipal Retirement Fund
- 457 Deferred Compensation Program
- Continuing Education opportunities
- Professional Involvement opportunities