



DIRECTOR OF FINANCE AND ADMINISTRATION JOB DESCRIPTION

I. GENERAL DESCRIPTION

Visit Oak Park (hereafter, "the Bureau") is a not-for-profit corporation located in Oak Park, IL providing destination marketing services in the promotion of tourism within Oak Park, IL and its surrounding communities in West Cook County.

The Director of Finance and Administration is a part-time position (20-25 hours per week) and reporting to the President & CEO of the Bureau. The Director of Finance and Administration is responsible for managing all financial and administrative functions of the Bureau including:

- A. Maintaining all Bureau financial information in QuickBooks, computer files and paper records. Ensuring that the Bureau is in adherence with GAAP and and specific policies and procedures of the Bureau.
- B. Working with President & CEO to manage the financial stability of the Bureau including accounting for all revenues and expenditures and cash planning needs.
- C. Coordinating the development of both calendar and fiscal year budgets for the Bureau to meet Board and State Grant budgeting needs and requirements in conjunction with President & CEO.
- D. Managing the employee benefits and overseeing compliance of the organization to the Bureau Personnel Policies and Procedures.
- E. Providing relevant analysis of data and statistics relating to financial, marketing and visitor information as requested.
- F. Ensuring the security of the office print and computer data and records.
- G. Managing commercial and equipment leases and IT and utility contracts working to maximize the value of operational leases and contracts for the Bureau.
- H. Preparing monthly financial reports and serving as Bureau liaison to Finance Committee and attending monthly Board meetings.
- I. Filing and maintaining records for monthly State Sales and Use taxes.

II. FUNCTIONS DUTIES AND RESPONSIBILITIES

- A. Perform all tasks relating to accounts payable, accounts receivable and bank reconciliations.
- B. Ensure that Bureau is in compliance with standard accounting and operating procedures as established by the Finance Committee including adequate division of responsibilities.
- C. Oversee financial operations and inventory counts of the Visitor Center.
- D. Read and understand the Grant and contractual requirements with the State and municipalities. Under the direction of President & CEO, produce invoices for these as needed.
- E. Produce budget and financial reports as needed as they relate to required State Grant quarterly and annual reporting in conjunction with President & CEO.
- F. Monitor and inform the President & CEO of the need for adjustments to various budgets and provide financial projections as needed.
- G. Manage the employee benefits and relationships with respective vendors and agents.
- H. Process payroll and track timekeeping through online payroll software (we currently use ADP) and prepare annual audit schedules for workers compensation insurance for the Bureau.
- I. Work with external accounting firm or state auditors to prepare work papers for annual financial audit, grant audits and tax returns.
- J. Prepare monthly reports and coordinate agenda for Finance Committee meetings along with the Chair of the Finance Committee and President & CEO.
- K. Along with President & CEO and Finance Committee, manage banking relationships and cash needs as well as overseeing the need for and use of loans and lines of credit.
- L. Performing other specific tasks as assigned by the President & CEO or Bureau Board.

III. SKILLS REQUIRED FOR POSITION

- Strong background in Finance and Human Resources required
- Bachelor's Degree in Accounting or 5+ years of relevant experience
- High attention to detail, accuracy and proficiency with numbers
- Knowledge of best practices for financial recordkeeping
- Proficient in using QuickBooks, Excel and Microsoft suite
- Extensive experience preparing budgets and projections and maintaining budgets and projections in Excel and QuickBooks (5+ years)
- Experience budgeting and tracking personnel related costs
- Willingness to collaborate with a small office staff and Board
- Experience processing payroll and managing timekeeping through online software
- Comfortable managing IT consultant and knowledge of IT best practices
- Experience managing office and equipment leases and contracts
- Interest in economic development and tourism (preferred)
- Prior experience with the management of State Grants, filing and reporting requirements (preferred)
- Understanding of Non-profit accounting needs (preferred)
- Prior experience preparing for audits and corporate tax returns (preferred)
- Knowledge of State of Illinois Sales and Use Tax rules (preferred)
- Familiarity with retail POS systems (preferred)
- Experience performing inventory counts (preferred)

This is an hourly employee position. We offer competitive pay based on the experience of the candidate. Please send resume and cover letter to visitoakparkil@gmail.com.

Visit Oak Park is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.