
WAUKEGAN PARK DISTRICT

POSITION VACANCY

- Position:** Superintendent of Finance & Administration
- Compensation:** Salary Schedule - Grade VI
\$74,500-\$108,150
Plus excellent benefit package.
- Description:** Serves as the chief financial officer for the park district. Responsible for the administration of payroll, personnel, accounts payable, revenue collection, cash management and accounting functions, golf pro shop and food and beverage enterprises of the park district, human resources and risk management. Requires knowledge of all facets of municipal financial administration and accounting; strong interpersonal skills working with the district's five operation divisions; strong organizational and research skills, and excellent communications and computer skills
- Qualifications:** Bachelor Degree in related field. Master's Degree preferred. Minimum of five years of progressively responsible administrative and management experience in an accounting or finance position. Experience in a municipal position preferred.
- Hours:** Full-time, 40 hours per week.
- Conditions of Employment:**
- Furnish proof of date of birth, provide copy of valid driver license and driver abstract.
 - Submit to a reference check, state criminal background check, pre-placement physical and pre-placement alcohol and drug testing upon appointment, and to random, reasonable cause and post accident alcohol and drug tests.
 - Provide verification of education
- Contact:** Greg Petry
Executive Director
2000 Belvidere St
Waukegan IL 60085
847-360-4721
gregp@waukeganparks.org
- Closing Date:** Open until filled. 06.12.09