

Resume

CAREER PROFILE

Director of Finance with 12+ years of experience in direct leadership of the finance/accounting division of the Finance Department at the Park District. Experience of more than 17 years in all aspects of finance/accounting in park district and municipal government including public accounting, financial reporting, capital assets, payroll, accounts payable, accounts receivable, Federal and State Grant compliance and reporting, software implementation, purchasing compliance, registration system configuration and auditing, cash and internal control compliance, conducting trainings, audits, budgeting, debt issuance and compliance, and leading my team in strategic planning, compliance with all required regulations and statutes, procedures and internal controls.

EXPERIENCE

DIRECTOR OF FINANCE

FOX VALLEY PARK DISTRICT, AURORA, IL

2020 TO PRESENT

- Plan, organize, direct, and evaluate the work of department staff in implementing the expressed goals, policies, and directives of the Finance Department including the Human Resources Division.
- Directly supervise the Assistant Director, Finance & Grant Compliance Officer, and the Human Resources Administrator. Oversee all personnel within the Finance Department and Human Resources Division with a total staff of twelve.
- Oversee the operation of all accounting/financial systems, records, and related detail, including but not limited to, receipts, expenditures, general records of account, bank/investment reconciliations, purchasing records and systems and such other detailed procedures as are necessary for the efficient conduct of various departments.
- Develop the District's annual Tax Levy Ordinances and supporting documents.
- Responsible for the direct coordination of all departments, review, preparation, and presentation of the District's annual budget which can range from \$38-\$52 million.
- Prepare studies and conduct projections that have an impact on the future ability of the Park District to meet its financial obligations.
- Maintain effective working relationships and interface with other District employees, the District's Board of Commissioners, businesses, community and committee groups, outside auditors, state and federal officials, and the public.
- Oversee all aspects of the Human Resources division including district-wide disciplinary, coordination of legal advice, terminations, annual evaluation cycle, hiring fairs, health and benefits fair, and health insurance/benefit contract negotiations and implementation.
- Serve as the District's Authorized agent for the Illinois Municipal Retirement Fund.

ASSISTANT DIRECTOR OF FINANCE

FOX VALLEY PARK DISTRICT, AURORA, IL

2010 TO 2020

- Responsible for the direct supervision of five to seven staff within payroll, accounts payable, purchasing compliance, accounting, accounts receivable and guest services.
- Primary responsibility for the annual financial audit.
- Manage investment portfolio of over \$30 million in accordance with the District's investment policy.
- Direct involvement in the District's annual budget process and the five-year plan including the preparation of the budget document for submission for the GFOA Distinguished Budget Award. Prepare the Budget and Appropriation ordinances.
- Perform the fiscal agent responsibilities for the 21st Century federal grant including monthly review of invoices, submission to the State through the IWAS portal, disbursement of funds and monthly compliance reporting.
- Comply with and report in accordance with GATA on the District's grants including OSLAD, PARC and federal awards.
- Compile and provide monthly reporting related to investment performance and allocation, monthly membership revenues and counts, daily facility membership scans, and financial reports by fund.
- Various involvement in employee disciplinary meetings, terminations, EEOC defense cases, and other HR related matters.

SENIOR AUDITOR

SIKICH, LLP, AURORA, IL

2006-2010

- Majored on the Government Team for audits of local governments. Also worked on the For-Profit and Tax Teams.
- Responsible for client relations when on site for preliminary or final fieldwork.
- Responsible for auditing all areas including cash, investments, receivables, payables, capital assets, debt, and revenues. Performed internal control walk-throughs and documentation for clients.
- Supervised staff auditors and interns including on the job training and evaluations.
- Prepared financial statements on all levels including both annual financial reports and comprehensive annual financial reports.
- Responsible for making management letter recommendations.
- Performed additional contracted work including agreed upon procedures and grant reporting.

EDUCATION

Master of Business Administration, Aurora University, August 2009

Bachelor of Arts in Accounting, Aurora University, June 2006

OTHER

2022-Current

Co-Vice President, Fearn PTO

2022-2023

Board member of the Tanner Trails Homeowner's Association