

OFFICE MANAGER/CORPORATE SECRETARY JOB SUMMARY:

The Office Manager/Corporate Secretary is responsible for performing a wide range of general and specialized functions.

Manage Employee Onboarding and Oversight

- Runs background checks and provides/processes up-to-date employment forms for the purpose of ensuring accurate eligibility and payment information.
- Submits payroll data to payroll servicer (ADP) to result in timely and accurate production of paychecks, reports, and submissions to IRS, State Treasurer, Illinois Municipal Retirement Fund (IMRF), and others for payroll, taxes, retirement, and other payroll related items.
- Coordinates and maintains employee files and records.
- Manages benefits administration.
- Tracks and records vacation, illness and leave of absence benefits.

Support Financial Operations of the Park District

- Maintains central control of all purchase orders and input accurate accounts payable invoices for bill list.
- Monitors and organizes all incoming invoices and receipts; code to appropriate general ledger and prepare for approval.
- Track and/or issue invoices for monthly accounts receivable billings.
- Produces timely and accurate payroll balancing reports as required for the Treasurer's General Ledger posting and the Auditor.
- Identifies and corrects transaction processing errors identified as "outstanding" items by the Treasurer.
- Prepares monthly "bills" reports for board meetings with proper supporting documentation and authorizations for payments as required by the Treasurer and Auditor.
- Prints, produces, and processes checks and electronic payments for bills authorized by the Board to pay invoices and reimbursements.
- Assists with yearly audit preparations and fiscal/calendar year-end procedures.
- Issues 1099s at the end of each calendar year.

Perform Corporate Secretary Duties for the Park District

- Posts and distributes required notices, agendas, information packets, and minutes for Board meetings to the Board, staff and public in compliance with state statutes for public open meetings.
- Performs necessary duties in connection with the adoption of the annual budget and appropriation ordinance.

- Manages publications to the local newspaper of all ordinances of the Board which require publication, in manner prescribed by law for publication of such ordinances.
- Attends meetings of the Board, as needed.
 - Administers oaths and affirmations as required.
 - If the President and Vice-President both are absent from a meeting at which a quorum of Board Members are present, the Corporate Secretary shall call the meeting to order and call for a selection of a President pro tempore for the meeting by a majority of the Board Members present.
- Serves as Local Election Official, responsible for receiving and filing candidate paperwork.

Support the Executive Director and Leadership Team

- Performs a variety of administrative tasks and activities including strategy, data analysis, and comprehensive planning.
- Coordinates, gathers and copies information in compliance with Freedom of Information Act (FOIA).
- Prepares, maintains, organizes and files all administrative records, bids, and correspondence.
- Works with appropriate staff on all facets of grant applications, reporting and recording.
- Works with staff to prepare correspondence, provide vendor information, make calls, solicit quotations and place orders as needed.
- Responds to vendor inquiries, reconcile vendor statements and maintain positive vendor relations.
- Facilitates rentals, including correspondence with potential renters, issuing contracts and tracking rentals fee payments.
- Manages scholarship program applications and tracks payment plans.
- Purchases office supplies and other facility needs.
- Provides excellent customer service to patrons in-person and via telephone and email.
- Performs other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Local government and/or park district experience preferred.
- Experience with QuickBooks and ADP preferred.
- Qualified candidates must be a graduate from high school and/or college.
- At least three (3) years of accounts payable/accounts receivable experience.
- Must have the ability to understand financial applications and/or systems along with general computer skills.
- Must possess strong customer service skills and able to communicate effectively with team members and the public.
- Ability to multitask, follow through on detailed work and possess excellent numerical skills is crucial.

- Must have or be able to obtain Open Meetings Act (OMA) and Freedom of Information Act (FOIA) certifications within the first six months of employment.

SCHEDULE & PAY:

This is a full-time, non-exempt position. Forty hours per week, Monday-Friday 9am-5pm.

Open until filled.

SALARY:

\$50,000-\$60,000 per year DOQ (dependent on qualifications).

BENEFITS

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

It is the policy of Ridgeville Park District to provide equal employment opportunity to all individuals in accordance with applicable federal, state and local laws.