



## Full Time Job Opportunity

### POSITION OVERVIEW

Great Parks of Hamilton County is accepting applications for the position of Chief Financial Officer (CFO). The CFO is responsible for planning, developing, administering and achieving the financial goals and objectives of Great Parks, and for providing leadership and coordination of work in accordance with Great Parks' strategic plan, policies and requirements.

Great Parks of Hamilton County is a separate political subdivision established under Ohio Revised Code Section 1545. Great Parks preserves and protects more than 17,500 acres of greenspace including 21 parks and nature preserves throughout Hamilton County. Its 2018 budget is \$40MM including the General Fund, an Internal Service Fund and Special Revenue Funds. Great Parks has a 1 mil general operating levy passed in 2016 for a 10 year period. Taxes account for 55% and the remaining 45% is derived from earned revenue and grants. Great Parks self operates seven golf courses, four campgrounds, four major fishing lakes with harbors, boathouses, reservable shelters and lodges, making it a leader among Ohio park districts and the Mid-west in terms of self-generated revenues and cost recovery.

This position is based in Winton Woods Park.

Please apply by visiting [www.greatparks.org/jobs](http://www.greatparks.org/jobs), applications must be received by 11:59pm, Tuesday, June 19, 2018.

### JOB SKILLS/REQUIREMENTS

To perform this job successfully an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises the maintenance of all financial records and systems for the management of cash receipts, disbursements and assets in compliance with Ohio Revised Code (ORC), Generally Accepted Accounting Principles (GAAP) and Governmental Auditing Standards

Develops and implements policies and procedures to ensure sound accounting practices, effective internal controls and segregation of duties.

Directs and supervises divisions' management and staff. Delegates work, provides direction, establishes work priorities, and ensures work is completed in a quality manner and through

10245 Winton Road  
Cincinnati, OH 45231

513-521-7275

Board of Park Commissioners:  
DeVere Burt • William Burwinkel  
HC Buck Niehoff • Joseph C. Seta  
Geraldine Warner • Jack Sutton, Executive Director

efficient use of resources.

Leads agency wide financial initiatives and assists in development of business strategies and business modeling.

Manages Great Parks' cash flow to ensure adequate funds to meet financial obligations.

Manages and provides leadership to the Finance Division.

Manages the budget process and develops short and long term financial strategies. Prepares and submits all required budgetary reports to the county budget commission.

Manages the financial forecasting of Great Parks in compliance with the Board Governance Policy.

Manages the depository contracts for all financial institutions utilized by Great Parks.

Supervises the request for proposal process for audit services, banking services, merchant service provider and all other financial related services in compliance with ORC.

Reviews and recommends revisions to Great Parks investment policy to remain in compliance with ORC and sound investment practices.

Manages Great Parks investment portfolio in compliance with the approved investment policy.

Manages the annual financial audit and submits all required reports to the Auditor of State's office.

Supervises the preparation of the Comprehensive Annual Financial Report in compliance with financial reporting requirements of ORC and in compliance with the Government Financial Officers Association for the Certificate of Excellence in Financial Reporting program.

Prepares reports for the Board of Park Commissioners, Chief Executive Officer, Chief Operating Officer and public.

Participates in executive level meetings, staff meetings, Board meetings and Foundation meetings.

Obtains financial and legal services from outside consultants as appropriate.

Certifies all contracts, purchase orders and obligations for sufficiency of funds under Section

10245 Winton Road  
Cincinnati, OH 45231

513-521-7275

Board of Park Commissioners:  
DeVere Burt • William Burwinkel  
HC Buck Niehoff • Joseph C. Seta  
Geraldine Warner • Jack Sutton, Executive Director

1545.22 of the Ohio Revised Code.

Signs all vendor checks and monitors the review of vendor invoices and payment.

Performs job duties in accordance with Great Parks of Hamilton County's policies, procedures, and performance expectations.

Maintains confidentiality of confidential and sensitive information.

Works assigned schedule, exhibits regular and punctual attendance and works outside of normal schedule as required.

Manages Great Parks's risk management program.

#### OTHER DUTIES AND RESPONSIBILITIES

Completes special projects assigned by the Chief Executive Officer and Chief Operating Officer

Utilizes and promotes environmentally sustainable practices and processes.

Performs other job duties as assigned.

#### SCOPE OF SUPERVISION

Risk Manager; Accountant; 3 Accounting Clerks.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: governmental accounting principles and standard practices; auditing procedures; District policy, procedure and objectives; accounting computer procedures; management principles; mathematical principles, information systems, standard office practices and procedures; budget planning and management; investment management

Ability to: Exhibit good problem solving and good judgement in keeping with the mission of Great Parks; maintain confidential and sensitive information; understand and demonstrate respect for cultural and socio-economic differences; support a working atmosphere consistent with Great Parks' equal employment opportunity; embrace and support constructive change; consistently follow safety and security procedures and practices; contribute toward building a positive team working environment; establish and maintain an effective working relationship with associates, officials, general public, and other job contacts.

Skill in: Leadership; public relations; organization; team building; interpreting and applying data; maintaining accurate and complete records; written and verbal communications;

10245 Winton Road  
Cincinnati, OH 45231

513-521-7275

Board of Park Commissioners:  
DeVere Burt • William Burwinkel  
HC Buck Niehoff • Joseph C. Seta  
Geraldine Warner • Jack Sutton, Executive Director

preparing and making presentations; prudent investment management; governmental accounting

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Bachelor's degree in Finance, Accounting, or related field and more than 10 years' experience which evidences a comprehensive knowledge of governmental accounting, financial forecasting and investing.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

### **LICENSE OF CERTIFICATION REQUIREMENTS**

Center for Investment Management certification in compliance with ORC 135.22 or ability to obtain within the same fiscal year of start date; State Motor Vehicle Operator's License that meets GPHC current carrier guidelines.

Salary Range for position is between \$77,658-\$116,479/year, starting rate is dependent upon experience.

EOE