

**TITLE:** Finance and Human Resources Manager

**DEPARTMENT:** Administrative

**REPORTING:** Executive Director

**SUMMARY:** The Finance and Human Resources Manager is a support role. This position provides key services to the DCVB and the DSC (DuPage Sports Commission) processing all the financial and HR transactions for all of the programs that the DCVB is involved in. This person will be called on to lead and organize all the requirements involved in processing financial and human resources functions for the organization.

**RESPONSIBILITIES:**

**FINANCE:**

- Complete grant applications – complete and assemble financial schedules and coordinate completion of performance measure schedules
- Maintain all registrations required to remain compliant for Illinois grants – through Illinois grantee portal (Sam.gov, Illinois Secretary of State, GATA requirements, etc.)
- Complete quarterly/monthly reporting to the state for the various grants – LTCB, International, Private Sector, Tap Grant, Festivals Grant, and others that may become available in the fiscal year
- Reconcile all bank accounts monthly
- Update bank resolutions and signature cards as needed
- Reconcile credit card statement monthly – assemble receipts for each card
- Process semi-monthly payroll; record payroll journals in QuickBooks
- Process 401K funding deposits through Ascensus website
- Coordinate renewals for business insurance policies: general liability, D&O, worker's compensation and health insurance
- Review and process expense reports approved for payment; Code and enter expense reports in QuickBooks and cut checks
- Process all accounts payable invoices and cut checks; get all necessary signatures
- Process all receivables billing: municipal dues, membership invoices, visitor guides advertising, booth share invoicing, Sports commission event billing, co-op advertising programs, and any other billing required
- Receive and record all customer payments in QuickBooks
- Make all bank deposits
- Record all payments from PayPal to QuickBooks
- Work with directors to prepare and complete annual budget for entire DCVB and DSC programs
- Record annual budget in QuickBooks

- Review open and unpaid invoices for collection with directors
- Schedule annual audit; coordinate and complete all schedules required to complete the annual financial audit
- Prepare financial reports for DCVB board meetings
- Review vendor contracts to be able to negotiate lower costs and better services
- Attend bureau and member functions, industry-specific meetings, and other events as required.
- Coordinate network services and communications with IT vendor to maintain the network – review services annually for cost savings
- Assist Executive Director and Directors with various financial and other projects;
- Provide monthly actual to budget reporting to directors to track expenses to budget for all the grants and the non-profit program

#### **HR:**

- Maintain personnel files for all employees
- Update payroll system with employment changes
- Assist directors with annual review processing and salary schedules and processing increases and / or bonuses
- Update W-4 employee forms for federal and state as needed
- Complete documentation and letters as needed for short-term disability
- Comply with LTCB (and other grants) requirements for payroll record keeping
- Track time and provide forms and enrollment for new employees who become eligible to participate in the 401K plan
- Track employee time-off: PTO and vacation using online time tracking system
- Maintain filings for Sec 125 plan, Annual 5500 filing and PCORI filings
- Maintain and complete employee sign-ups for Long-term disability, Life and AD&D and health insurance policies
- Maintain Employee Handbook and changes made

#### **QUALIFICATIONS:**

- Working in Accounting for 5 or more years required, CPA Preferred.
- Experience working with state grants and non-profit organizations preferred.
- Some human resources experience preferred.
- Strong customer service skills.
- Excellent communication skills, both written and verbal.
- Excellent organizational skills and strong attention to detail.
- Strong time management and prioritization skills.
- Professional, adaptable and resourceful.
- Team focused, yet able to work with minimal direction.

- Ability to meet deadlines and work in fast-paced environment.
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

**EDUCATION:** Bachelor's degree in accounting

**WORK STATUS:** Full-Time Exempt

**WORK HOURS:** Monday – Friday; 8:00AM – 4:30PM; Occasional evenings and weekends for mandatory events

**TRAVEL:** May be asked to travel once or twice a year for conferences or training purposes.

**BENEFITS:** Medical, Dental, 401K

**PHYSICAL DEMANDS:** May involve long periods of sitting, computer work and phone calling; walking/standing for long periods of time during events.

*Updated 6/2/25*