



CITY OF PARK RIDGE

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FISCAL TECHNICIAN SUPERVISOR **Full-Time**

The City of Park Ridge's Finance Department seeks qualified applicants for the full-time position of Fiscal Technician Supervisor. Under the direction of the Assistant Finance Director, this exempt position manages the cashier and revenue function of the Finance Department.

The supervisor's main responsibilities include, but are not limited to:

- Oversee the day-to-day cashier functions, including planning, assigning and directing work, and training and evaluating the cashier staff in accordance with policies, procedures, and applicable law.
- Develop and enforce standard procedures to ensure efficiency, productivity, and compliance with applicable policies, procedures, and laws.
- Serve as the Finance department liaison for cross departmental operations.
- Perform project management for new software implementation and upgrades.
- Compile data and prepare management reports for the purpose of forecasting and budgeting revenue streams.

Minimum requirements include a Bachelor's degree and two to three years of related experience including supervisory experience. A successful candidate must have strong knowledge of Microsoft Office including Excel and Word and excellent verbal and written communication skills. Candidates familiar with ERP Software (Munis) preferred.

General work hours are 8:00 a.m. to 4:30 p.m. Monday – Friday. Starting salary for position is \$58,899 +/- depending on experience and qualifications, plus benefits. Application deadline is Wednesday, September 23 at 4 p.m.

Application available at <http://www.parkridge.us/government/employment.aspx>

Submit Application for Employment, cover letter and resume to Human Resources via email at humanresources@parkridge.us or by U.S. mail:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE,
SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.