



JOB DESCRIPTION

Position Title: Finance Director/Treasurer

Department: Finance

Reports to: Village Administrator

FSLA Status: Exempt

Status: Regular Full-Time

Grade: XIII

Hours of Work: Primarily regular dayshift office hours with some evening and weekend work as needed.

Statement of Duties

Position is responsible for the professional management of the Finance Department. Work includes the professional management and oversight of the Village's financial resources and asset management, including budgeting, auditing, accounts receivable, accounts payable, utility billing, tax collection, tax filing, financial reporting, investment oversight and regulatory compliance. Position works closely with the Village Board, Village Administrator and Department Heads.

Supervision and Responsibility

Employee works under the administrative direction of the Village Administrator and in accordance with applicable Illinois Compiled Statutes, local ordinances, accounting standards and municipal policies. Employee establishes long and short-range plans and objectives, personal performance standards and assumes direct accountability for department results. Employee consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives, and budgets. Employee is also expected to resolve all conflicts that arise and coordinate with others as necessary.

Employee has access to confidential financial information, personnel files, and lawsuits. Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, deterioration of the village's financial position; errors may also result in legal ramifications to the Village.

Position is responsible for the supervision, discipline and evaluation of all Finance Department employees. Finance Director recommends the hiring and firing of employees.

Employee is required to work outside of normal business hours as required to complete position duties including but not limited to attendance at board and committee meetings, and other related meetings as assigned.

Job Environment

Work is performed according to state laws and municipal policies and procedures. Position requires the use of extensive judgment and ingenuity to develop new or adapt existing methods and approaches for accomplishing objectives, or to deal with new or unusual requirements within the limits of the guidelines or policies. Employee serves as the Village's financial expert and advisor. Work consists of employing many different concepts, theories, principles, techniques and practices relating to municipal financial management. Assignments typically concern such matters as studying trends in the field for application to the work; assessing financial condition and policies and recommending improvements; projecting and managing long-range financial forecasts; devising new techniques for application to the work; and recommending procedures, standards or criteria.

The position has regular contact with the public including village officials and other village departments, outside organizations, attorneys, and consultants, in person, in writing and on the telephone, requiring administrative and technical knowledge, and ability to promote and protect the village's best interests. Contacts may require considerable skill in negotiating, resourcefulness and discretion in influencing decisions and behavior of others.

Position Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

1. Oversees all aspects of Village financial activities including accounting, billing operations, investments, cash management, cash collection, utility billing and collections, financial analysis and planning, financial software applications, debt issuance activities and preparation and administration of the Village's annual budget, annual audit, Capital Improvement Plan, and financial forecast.
2. Provides supervision for all Finance Department employees, including hiring, disciplining, training, establishing performance standards and evaluating employee performance.
3. Provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or

payable against the village is fraudulent, unlawful, or excessive, as prescribed by ILCS.

4. Develops and prepares monthly and year-end reports monitoring all financial activity within the village's funds, including special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the village; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.
5. Attends meetings of the Village Board; meets with trustees to discuss financial matters and offers advice regarding numerous financial and administrative matters for the village.
6. Communicates with public agencies, residents and colleagues regarding financial activities of the Village and provides information on financial matters and procedures.
7. Assists with financial matters related to the Village health insurance and risk management programs.
8. Oversees the investment of all village funds including the issuance of short and long-term debt and management of cash receipts on a daily basis.
9. Prepares the Village's property tax levy, including presentation to Village Board.

Physical and Mental Requirements

Employee works in a moderately loud office and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for this position. Ability to concentrate on complex, detailed tasks and to handle frequent interruptions. Equipment operated includes an automobile, office machines and computers.

Education and Experience

A candidate for this position should have a Bachelor's Degree in accounting, public administration or related field, Master's degree preferred; seven years of progressively responsible experience in municipal finance, with three years supervisory experience; or an equivalent combination of education and experience.

Required Certifications

- valid Illinois driver's license
- CPA certification preferred

Key Knowledge and Skills

Knowledge of:

- Principles and practices of municipal finance and applicable ILCS provisions.
- Knowledge and understanding of public pension system
- The issuance of short and long-term debt
- Accepted and approved cash management and investing practices
- Municipal purchasing policies and procedures, and accounting standards.

Skill in:

- Promoting staff effectiveness through coaching, delegation, training and communication
- Communication, customer service and interacting tactfully with the village staff, consultants, and the general public
- Computer programs and applications
- Budget preparation and administration
- Strategic planning
- Skill in working with numbers and detail
- Analyzing and interpreting financial data to present findings