



Finance Director

City of West Chicago

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Closing Date:

Salary: \$143,422.00 - \$204,138.00

Description:

The Finance Director will plan, direct, manage and oversee the activities and operations of the Finance Department including tax collection, payroll, utility billing and collection, accounting and auditing, cash management, budgeting, data processing; to coordinate assigned activities with other City Departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

The Finance Director will lead a busy and dynamic Department that implements local government financial best practices and methods while actively monitoring opportunities for improvement. The Department has a team of 7 (Director, Assistant Director, Accountant, Administrative Assistant and three Account Clerks) and will benefit from a team-oriented, supportive, and accessible mentor to assist with professional growth and foster strong customer service internally and externally. The Department provides: accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of City funds, payment of bills, payroll, billing, and collection of revenue. As a main point of contact for residents, the Finance Department assists residents with payments for City services and programs, including water, sewer and garbage, parking permits, and deed certificates. The calendar year budget, planned capital and debt expenses, and other financial information are available on the City website.

The Finance Director will be regularly called upon to serve as a key partner to the City Administrator and other management team members including support of long-term capital improvement efforts, enterprise fund management and special fund management. The new Director will serve as the liaison to the Finance Committee where financial policy issues are discussed and recommendations are developed for the City Council on subjects such pension policy, and debt and investment policy.

The Finance Director will be relied upon to interact and share their knowledge, guidance and financial counsel with the City Administrator, Mayor and City Council. Offering well-timed information, that anticipates questions, educates and offers insight into municipal finance to promote thoughtful interchanges and feedback will be helpful. The Finance Director will demonstrate an ability to foster a high degree of trust and confidence in their Department's expertise. Having considerable understanding of the dynamics and cycles of government is essential.

It is anticipated that the hiring range for this position will be \$143,422 to \$170,000 (DOQ) with a full benefits package and consistent with City policy and the compensation plan.

Learn more about the leadership role and apply through the careers portal at: <https://www.governmentjobs.com/careers/westchicago>