



JOB DESCRIPTION

JOB TITLE:	Finance Director	FLSA:	Exempt
DEPARTMENT:	Finance	GRADE:	
REPORTS TO:	Village Manager	DATE:	

SUMMARY:

Plans, organizes and administers a comprehensive program to maintain the financial integrity of the Village, including financial management, record keeping and reporting; provides expert financial assistance to management, the Village Board and the public.

ESSENTIAL FUNCTIONS:

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions but are an essential function. Essential duties and responsibilities may include, but not limited to:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of staff performing finance and accounting activities.
- Directs, manages and coordinates fiscal services of the Village to include, leading annual budget process, accounting system, payroll system, utility billing, annual audit, purchasing, general customer service and commuter parking, Library payroll and accounting services, and tax increment financing administrative support.
- Develops and implements goals, objectives, policies, procedures and work standards for the department and Village-wide finance projects; prepares and administers the department budget.
- Reviews cash balances and transfers funds as necessary to fund payroll, accounts payable and other expenditures; responsible for investment decisions for the Village.
- Prepares, composes, and presents complex financial analyses and other various reports for the Pension Boards and Village Board meetings.
- Develops financial policies and procedures to include, revenue, economic incentive, purchasing and investment policies and internal audit control procedures.
- Negotiates contracts/fees to include professional services, banking services, audit and credit card contracts/fees.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Prepares, reviews and approves financial documents to include, bi-monthly payroll, monthly and quarterly financial reports, annual financial audit, annual operating budget and capital budget, journal entries, accounts payable invoices and edits.
- Prepares and files tax levy options and analysis for review by Village Board; prepares and files final tax levy and debt service abatements and continuing disclosures.
- Prepares and files Appropriation Ordinance for review by Village Board; prepares and files final with the County.

ESSENTIAL FUNCTIONS: (continued)

- Directs the maintenance of accurate records and files.
- Selects staff and provides for their training and professional development; interprets Village policies and procedures to employees; ensures effective morale, productivity and discipline of department staff.
- Confers with members of other departments regarding departmental or Village-wide financial and administrative requirements and solutions for cost control and long-range planning; facilitates the resolution of problems and the development of coordinated policies.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To successfully perform job, incumbent must be able to perform each essential duty satisfactorily. Requirements listed are representative of the knowledge and skills.

Education and Experience:

- Bachelor's degree in finance, accounting, or a closely related field; AND
- Five (5) years of financial management experience, two (2) years of which were in a supervisory role;
- OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Illinois Driver's License.

Required Knowledge and Skills

Required Knowledge:

- Principles and practices of generally accepted accounting standards and practices, with an emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation.
- Techniques of financial strategic planning; principles and practices of budget development and administration.
- Principles and practices of contract negotiation and administration.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles, practices of financial, and claims auditing.
- Principles and techniques of actuarial analysis and reporting.
- Applicable laws, codes and regulations, including procedures and techniques of civil litigation.

Required Knowledge: (continued)

- Computer applications related to the work.
- Records management principles and practices.
- Principles and techniques of making effective oral presentations.
- Techniques for working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Required Skills:

- Planning, organizing and administering a comprehensive financial management and reporting program.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Overseeing and coordinating the conduct of comprehensive financial and claims audits and actuarial studies.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Working collaboratively with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Conducting effective oral presentations to large and small groups.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is mainly performed in an office setting.