

# FINANCE DIRECTOR

Village of Westchester



10300 W. Roosevelt Rd  
Westchester, IL 60154

[www.westchester-il.org](http://www.westchester-il.org)  
(708) 345-0020



# ABOUT THE VILLAGE

The Village of Westchester, established in 1925, with a current population of 16,492, is seeking an experienced, innovative, and team-oriented professional to serve as its Finance Director. Westchester is a non-home rule community located in Cook County, just 13 miles west of downtown Chicago. Known for its solid residential base, strong community spirit, and suburban charm, Westchester offers a full range of excellent municipal services and a welcoming environment for businesses and families alike.



## OUR DEPARTMENTS

We are a full-service municipality and pride ourselves on employing a strong team of talented and skilled individuals. Our dedicated staff enables us to efficiently handle a wide range of services in-house, ensuring high-quality results and responsiveness to our community's needs.

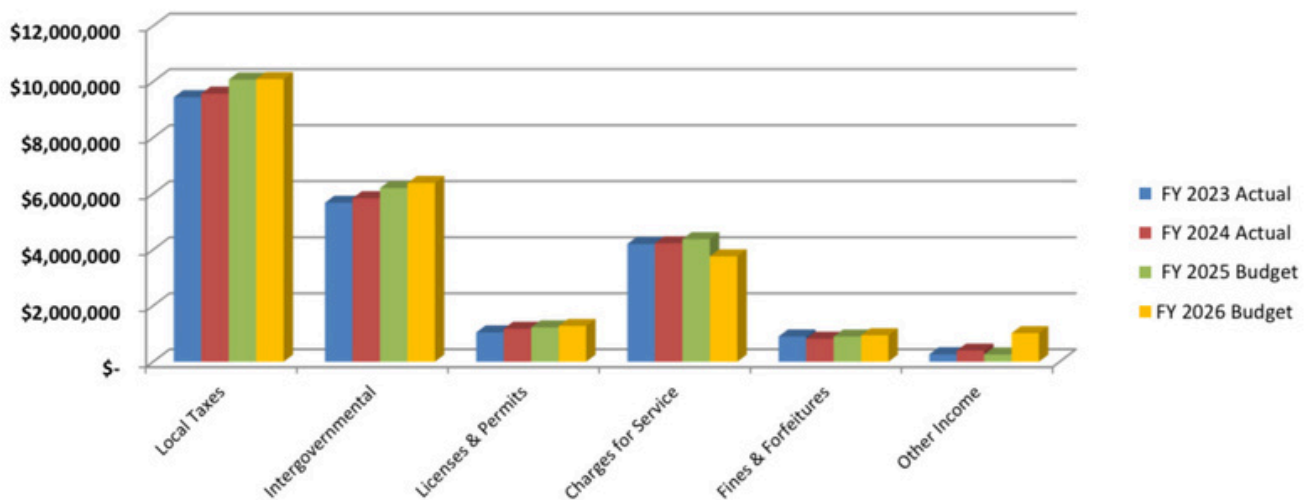
**ADMINISTRATION**  
**COMMUNITY DEVELOPMENT**  
**FINANCE**  
**FIRE**  
**POLICE**  
**PUBLIC WORKS**

# FINANCIAL OVERVIEW

Westchester is a full-service municipality with a current total budget of \$52.1 million for FY 2025-26, including a \$23.2 million General Fund, \$14.4 million Utility Fund, and significant allocations for capital projects. With a focus on financial transparency and accurate cost accounting, the Village continues to pursue opportunities to make the organization more efficient, customer friendly, and effective. The Village has maintained a strong fund balance and a stable bond rating from Moody's of A2 (recently reaffirmed).

Westchester's primary revenue sources include local taxes, intergovernmental revenues, and charges for services. The Village plans to advance economic development and engage in strategic financial planning to enhance its infrastructure and continue delivering exceptional public services.

Comparison of General Fund Revenues by Year





# THE POSITION

The Village operates under a council-manager form of government, with legislative oversight provided by an elected President and Board of Trustees. Under the general supervision of the Assistant Village Manager, the Finance Director is an integral part of the revitalized executive leadership team. This position administers, directs, and controls municipal fiscal and accounting operations, including payroll, financial planning and long-term forecasting, cash/treasury management, budgeting, accounting/auditing, debt management, TIF management, tax levy, revenue administration (including collection), utility billing, collections, and purchasing. The Director has two direct reports, which are the Accounting Manager and Accountant. The Finance Department overall has six authorized full-time staff: Finance Director, Accounting Manager, Accountant, Accounts Payable/Payroll Clerk, Finance Clerk, and Utility Billing Clerk.

## KEY RESPONSIBILITIES

- Leading the annual budgeting and capital improvement plan process in collaboration with the Village Manager, Assistant Village Manager and executive management team.
- Overseeing accounts payable and receivable, budgeting, production of financial statements and reports, annual audits, debt management, and monitoring expenditures.
- Providing strategic financial guidance to the Village Manager and Assistant Village Manager, elected officials, and department heads.
- Developing and implementing financial policies and procedures to ensure fiscal health and transparency.
- Managing cash flow, investments, and treasury functions to optimize financial performance.
- Preparing and presenting informative financial reports, analyses, and forecasts for various stakeholders.
- Ensuring compliance with all relevant financial regulations and standards.
- Provide a high degree of customer service to Village patrons.

**The full job description can be found [here](#).**

# THE IDEAL CANDIDATE

The ideal candidate for the Finance Director position will possess:

- Proficiency in Microsoft Excel and enterprise financial management systems.
- A bachelor's degree with major coursework in Public Administration, Business, Finance, or a closely related field.
- MBA/MPA/CPA designation, or equivalent knowledge, skills, and abilities is preferred.
- At least five years of senior leadership level financial management experience, with at least two years in a managerial capacity.
- Direct experience in municipal or public sector financial management, with a thorough understanding of governmental budgets, audits, GASB principles, fund accounting, debt management, tax increment financing district reporting and management, as well as long-term financial planning and analysis.
- Similar private sector experience and/or a combination of education, training, and experience may also be considered.



## DOES THIS SOUND LIKE YOU?

- High standards of performance, productivity, and initiative.
- A strategic mindset with a focus on innovation and process evaluation, embracing a philosophy of continuous improvement.
- Strong leadership, management, and interpersonal skills that foster team spirit and enhance departmental service delivery.
- Excellent communication skills, capable of clearly articulating complex financial concepts and strategies to a diverse audience.
- A collaborative approach, with the ability to openly interact with all team members and build effective working relationships across all levels of the organization.
- Dedication to the Village of Westchester's values, including integrity, ethical standards, professionalism, communication, teamwork, and quality of life.

# HOURS AND COMPENSATION

This is a full-time, non-exempt position, with an expected hiring annual salary range of \$129,958 - \$157,684, +/- dependent on experience and qualifications, with excellent insurance, holiday, and paid time off benefits. Exact compensation may vary based on skills, training, and experience. The full salary range for this position is \$123,822-\$173,680. Regular working hours are 8:00 a.m. to 4:30 p.m., Monday to Friday, with occasional night and weekend meetings, as needed. The Village offers a generous benefit package includes:



- VACATION BENEFITS RANGING FROM 2 WEEKS UP TO 5 WEEKS AT MAXIMUM ACCRUAL
- 12 PAID HOLIDAYS
- 3 PAID PERSONAL DAYS
- 12 ACCRUED LONG-TERM SICK LEAVE DAYS PER YEAR UP TO A MAXIMUM OF 240 DAYS
- EMPLOYER SPONSORED COMPREHENSIVE MEDICAL AND DENTAL COVERAGE WITH AN EMPLOYEE SHARE OF 10% OF INSURANCE PREMIUMS
- NON-SPONSORED VISION COVERAGE
- EMPLOYER PROVIDED LIFE INSURANCE
- SUPPLEMENTAL LIFE INSURANCE PLANS
- HEALTH CARE AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT OFFERINGS
- PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) PENSION PLAN
- OPTIONAL DEFERRED COMPENSATION 457(B) PLAN OFFERINGS
- TUITION REIMBURSEMENT PROGRAM.

# APPLY FOR FINANCE DIRECTOR NOW!

If you are an experienced finance professional with a passion for public service and have the necessary qualifications, we encourage you to apply for this rewarding opportunity to join our revitalized team!

Applications are being accepted until the position is filled, with applications due no later than **June 13, 2025**. Interested candidates should submit a cover letter explaining interest in the position, resume, and completed [job application](#) via mail or email to:

Human Resources  
Village of Westchester  
10300 W. Roosevelt Road  
Westchester, IL 60154  
[hr@westchester-il.gov](mailto:hr@westchester-il.gov)



*Because of the number of submissions the Village receives, the Village is unable to contact all applicants. Candidates will be contacted directly if they are chosen as an interview candidate for an open position.*

*The Village of Westchester is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, ancestry, citizenship, marital status, unfavorable discharge from the military, handicap, disability, or any other legally protected status, in accordance with applicable legal standards.*

*Applicants for this position who are selected as finalists will be subject to a background screening. Pre-employment process following conditional job offer will include a full background investigation, including but not limited to drug and alcohol screening and physical examination. References will be contacted only following candidate approval.*