



Village of Glenwood
Job Posting
Finance Director

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 8,447 residents (Census 2021), which is near a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1871 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking a Finance Director.

Under supervision from the Village Administrator, this position directs and coordinates accounting and financial operations. The Finance Director is responsible for the oversight and management of all Finance Department operations and staff. The position assists the Village Administrator on all budgetary matters including budget preparation, tax levy preparation and all other financial reporting as required. The position is also responsible for maintaining proper signatures on all bank accounts, and financial agreements. Responsibilities also include the proper allocation of real estate taxes received and the setup, maintenance, and payments on all Bond accounts. The Finance Director also acts as liaison to the Village's accounting firm and performs all other related work as required.

The starting range is \$90,000 to \$110,000 depending on qualifications. The Village of Glenwood offers a comprehensive benefit plan which includes medical, life insurance and participation in IMRF, optional 457 plan, paid vacation, sick time, and holiday pay.

To apply, email your resume, cover letter, and contact information for 3 professional references to schandler@villageofglenwood.com.

Post will remain open until filled.



JOB DESCRIPTION

Title: Finance Director

FLSA Status: Exempt

Effective Date: 1/3/2023

GENERAL PURPOSE

Under supervision from the Village Administrator, this position directs and coordinates accounting and financial operations. The Finance Director is responsible for the oversight and management of all Finance Department operations and staff. The position assists the Village Administrator on all budgetary matters including budget preparation, tax levy preparation and all other financial reporting as required. The position is also responsible for maintaining proper signatures on all bank accounts, and financial agreements. Responsibilities also include the proper allocation of real estate taxes received and the setup, maintenance, and payments on all Bond accounts. The Finance Director also acts as liaison to the Village's accounting firm and performs all other related work as required.

ESSENTIAL FUNCTIONS:

- Develops and implements policies and procedures to ensure sound fiscal management and operational efficiency
- Oversee the development and revision of accounting procedures to improve financial reporting of revenues and expenditures.
- Performs grant accounting work related to federal, state and other grant funding; monitors expenditure ensuring spending is in compliance with contract provisions and government regulation; maintains records for audit purposes.
- Analyzes financial records to forecast future financial position and budget requirements
- Attend Village Board and various meetings as directed by the Village Administrator
- Performs a variety of professional accounting functions supporting Village-wide operations; maintains accuracy of revenue and expenditure ledgers, and subsidiary financial systems.
- Oversees and directs the daily administrative and accounting support function of the Village.
- Oversee and maintains the Village's budget. Responsible in the preparation of the budget and makes funding recommendations based on strategies to solve funding deficiencies.
- Responsible for Cash Management of all Village Bank Accounts
- Review bank statements monthly
- Reconciles financial ledgers and records; prepares financial statements and reports, general and subsidiary ledgers and supporting schedules; researches and resolves discrepancies.
- Prepares monthly financial reports for the Village Board.
- Responsible for setup, maintenance, and payments on all Bond Accounts
- Prepares annual financial reports, including tax levy, TIF Reports, Treasurers Report and appropriation ordinance.
- Performs other related duties as assigned
- An understanding of Capital Project financing, enterprise funds/rates, TIF funds and revenue/expense consideration related development
- Maintain Financial Software-user passwords and security levels
- Oversees of the Village of Glenwood Video gaming license with the State of Illinois

MINIMUM QUALIFICATIONS

- Bachelor's Degree or equivalent in Accounting, Finance or a related field, CPA designation a plus
- A minimum of (5) years progressively responsible experience in municipal Finance or closely related field, with at least (5) years of management experience
- Knowledge of rules and regulations governing municipal financial management in Illinois, including generally accepted accounting principles (GAAP)
- Clear and concise verbal and written communication skills, able to present complex technical information to any audience
- Skill in the use of computer hardware and software; including Microsoft 365, financial, and utility billing software

PHYSICAL DEMAND

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

While performing the duties of this job, the employee is regularly required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is frequently required to sit; stoop, kneel, crouch, talk, hear, and smell.

The noise level in the work environment is usually normal.

WORK ENVIRONMENT

The Finance Director may have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of residents, clients, and contractors. The Finance Director may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Human Resources: _____ Date: _____

Village Administrator: _____ Date: _____