

VILLAGE OF ALSIP

*** JOB VACANCY ***

POSITION DESCRIPTION

POSITION TITLE:	Finance Director	DEPARTMENT:	Finance
LOCATION:	Village Hall	PAY RANGE:	\$ 125,000 to 140,000
FLSA STATUS:	Exempt, Administrative	UNION:	N/A
EEO CATEGORY:	Professionals	PREPARE DATE:	August 20, 2020

Alsip is a village in Cook County, Illinois with a population of approximately 20,000 residents and over 800 businesses. The Village of Alsip provides a full range of services, including police and fire protection; water distribution; sanitary and storm sewer collection services; snow removal; traffic control; building inspections; health inspections; licenses and permits; a website; a cable television station; and the construction and maintenance of Village owned highways, streets, streetlights, water lines, sanitary sewer lines, storm sewer lines, and other infrastructure.

GENERAL PURPOSE

The principal function of the Finance Director is to provide administrative oversight to all operations and activities of the Finance Department including a budget control and accounting system, the audit, the property tax levy, debt management, the investment of Village funds, purchasing, and Village wide Information Technology services. The Finance Director is the Treasurer of the Village, the Police Pension Fund, and the Firefighters' Pension Fund and assumes all Treasurer functions for those roles. The nature of the work performed requires that the Finance Director establish and maintain effective working relationships and interface with other Village employees, the Village Board of Trustees, business, community and committee groups, outside auditors, state and federal officials, representatives of the media, and the public.

SUPERVISION RECEIVED:

Works under the supervision of the Village President (Mayor).

SUPERVISION EXERCISED

Exercises supervision over staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, directs and evaluates the work of department staff in implementing the expressed goals, policies, and directives of the Finance Department;
- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related financial processes within the Village;
- Oversees the accounts payable, accounts receivable, and payroll systems for the Village;
- Develops systems and monitors compliance with internal accounting controls;
- Develops and administers the departmental budget;
- Confers with department staff to track implementation of policies and receive specific recommendations and suggestions on daily operations;
- Plans, directs, and administers the centralized accounting system for the Village;
- Oversees the development and implementation of financial operations with the Village, including the Village's entire operating budget and capital improvement program, bond sales, financial reports, financial filings, and reporting guidelines;
- Administers the Village's debt management policies and procedures, including analysis of debt capacity, new debt and refunding opportunities, issuance, administration, compliance of arbitrage restrictions and bond covenants; periodic review of the Village's Sustainable

VILLAGE OF ALSIP

*** JOB VACANCY ***

Retiree Defined Benefit Retiree Funding Policy, timely debt payments, and renders final administrative decisions on the application of Village financial policies to specific cases;

- Works closely with Village outside auditor to insure a complete and timely audit is completed and all related filings are completed and meetings (including presentation to the Finance Committee and directing a TIF Joint Review Board Meeting) conducted. Must be able to turn the audit into a Comprehensive Annual Financial Report (CAFR);
- Provides advice and recommendations to the Mayor, Village Board, and other management staff;
- Prepares, edits, reviews, organizes and conveys summary financial information for Village Board, Mayor, department heads, Village employees, and the public;
- Provides status reports to the Mayor on departmental operations, any major shift in policies or procedures, and recommendations for future development;
- Participates in funding decisions on various economic development projects;
- Monitors work practices and worksite conditions to maintain employee safety in the performance of emergency and routine tasks;
- Serves as the chief spokesperson for the Finance Department;
- Partners with other individuals to assist in the strategic management of the Village;
- Interact with Finance Committee;
- Make recommendations and keeping the Finance Committee up-to-date; and
- Performs other related duties as assigned.

PERIPHERAL DUTIES

Attends Village-sponsored events or meetings, as required.

Attends seminars, workshops, and training sessions related to position.

EDUCATION AND EXPERIENCE

The Finance Director will possess five to seven years of progressively responsible experience in municipal accounting and a Bachelor's degree in finance, accounting, or a related field.

Overseeing a Comprehensive Annual Financial Report (CAFR), GFOA awarded budget document, a written Capital Improvement Plan (CIP) document, and/or a Popular Annual Financial Plan (PAFR) is preferred.

Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Certified Public Finance Manager (CPFA), and Certified Illinois Municipal Treasurer (CMT) certifications are highly preferred.

Computer experience required Microsoft Word, Excel, Outlook, and Powerpoint. CentralSquare HTE software knowledge a plus.

PERFORMANCE APPTITUDES

Data Utilization – Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction – Requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations. Requires the ability to communicate orally and in writing with the Mayor, Department Managers, Finance Department personnel, other Village departments, both public safety pension boards, customers, residents, vendors, and the public.

VILLAGE OF ALSIP

*** JOB VACANCY ***

Verbal Aptitude – Requires the ability to utilize a wide variety of reference and descriptive data and information such as policies, procedures, reports, records, correspondence, forms, requisitions, vouchers, notifications, permits, invoices, and general operating manuals.

Equipment, Machinery, Tools and Materials Utilization – Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.

Mathematical Aptitude – Requires the ability to perform addition, subtraction, multiplication, and division to calculate percentages and decimals; and to calculate debt payment schedules.

Functional Reasoning – Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning – Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of current principles and practices of municipal finance operations;
- Comprehensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
- Comprehensive knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;
- Comprehensive knowledge of budgetary principles within a municipality; considerable knowledge of current principles and practices and equipment used in information technology programs;
- Comprehensive knowledge of all required meetings, financial filings, grant requirements (including GATA), as well as due dates of those requirements;
- Skill levels which allow the ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
- The ability to supervise, train, evaluate, and lead the work of others; ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- The ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks; and
- The ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

TOOLS AND EQUIPMENT USED

Multi-line phones; personal computer including word processing and spreadsheet software, H.T.E. software; printers, copy machine; and financial calculator

PHYSICAL DEMANDS

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

VILLAGE OF ALSIP

*** JOB VACANCY ***

functions.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.