



# JOB POSTING

June 23, 2023

The City of Country Club Hills is now accepting applications for the following full time position vacancy:

## **FINANCE DIRECTOR**

**Position Summary:** Responsible for oversight of accounting staff and all City finance/accounting activities – budget management, financial reporting, month end close, internal controls, etc. Ensures legal and regulatory compliance for all accounting and financial reporting functions utilizing GAAP.

### Essential Duties/Responsibilities:

1. Oversee the operations of the Finance Department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
2. Direct and coordinate City financial planning and budget management functions.
3. Prepares City operational budget by establishing schedules, collecting, analyzing and consolidating financial data.
4. Monitor and analyze monthly operating results against budget, and initiate corrective actions.
5. Ensures compliance with local, state and federal accounting reporting requirements; maintains current knowledge of existing and new legislation.
6. Report to Mayor and City Council with financial updates, including variances from the established budget and the reasons for the variances.
7. Direct financial audits and provide recommendations for procedural improvements; coordinate annual audit; prepare/gather requested schedules & documents.
8. Forecast cash flow positions and related borrowing needs.
9. Ensure that sufficient funds are available to meet ongoing operational needs and project management.
10. Direct and manage the overall operation of Payroll Processing, Accounts Payable, Accounts Receivable and related systems.
11. Review and monitor subsidiary ledgers; correct abnormalities
12. Maintain banking relationships
13. Manage capital asset acquisitions.

14. Safeguards City assets by establishing, monitoring and enforcing internal controls.
15. Provides status of financial condition by collecting, interpreting and reporting financial data.
16. Prepares Tax Levy.
17. Train, supervise and evaluate departmental staff
18. Serve as primary liaison relative to City financial issues/concerns
19. Perform other duties as assigned
20. Develop, implement and enhance Finance department policies and procedures; ensure ongoing compliance.
21. Prepare financial statements for governmental and enterprise funds.
22. Analyze financial trends and provide recommendations

## **Minimum Qualifications**

### Education/Experience/Training

- Bachelors Degree from an accredited college/university with a concentration in Finance or Accounting; Masters Degree preferred.
- 5 to 10 years experience in a senior level finance or accounting position.
- Minimum of 3 years work experience in a finance or accounting position for a municipality; with 2 years supervisory experience
- Licensed as a State of Illinois CPA, preferred
- Knowledge of fund accounting
- Knowledge of Microsoft Office products (Word, Excel, Power Point)

### Skills/Abilities

- Proven ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations
- Excellent problem solving skills
- Ability to work across various departments/job functions
- Time management/organizational skills
- Effective team management skills
- Presentation skills
- Skill in budget analysis
- Proficient in the use of ACS

**APPLICATION DEADLINE IS OPEN UNTIL FILLED**

If you are interested, submit a completed application to Nikki Cody, HR Director, City of Country Club Hills, 4200 W. 183<sup>rd</sup> Street, Country Club Hills, IL 60478 or via email [ncody@countryclubhills.org](mailto:ncody@countryclubhills.org) Applications available on line at [www.countryclubhills.org](http://www.countryclubhills.org).

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