Procedures of Sauk Village
HUMAN RESOURCES

Job Description
Finance Director

Position Overview:
Develop and implement Village-wide fiscal policies, procedures, comprehensive annual financial reports, and yearly budget. Plan, organize, coordinate, supervise, directly assigned staff in the daily operations of various financial activities including, but not limited to: accounting, payroll, human resources, utility billing, cash receipts, and customer service. Maintain oversight of finance functions and staff for accounts payable, accounts receivable, payroll, accounting, investments, cash receipts, and capital improvement plan. Oversee the purchasing program, including the development of bid packages and conducting bid opening.

IDEAL CANDIDATE
Qualifications:
• Bachelor’s Degree from an accredited four-year college or university in finance, accounting, public management, or related field. Master’s Degree preferred;
• Three or more years of work-related experience in governmental accounting, preferably municipal finance;
• Two or more years supervisory experience, or any combination of education, training, and experience which provides the required knowledge, skills, and abilities;
• CPA beneficial but not required.

Additional Characteristics:
• Able to promote an effective leadership style that will instill confidence and trust, both internally and externally;
• Commitment to ethics and integrity in professional and politically neutral government administration;
• Strong project management capabilities, strong verbal, and written communication skills.

COMPENSATION
Starting base salary range for the position is $75,000 - $90,000 +/- DOQ. The Village offers a full range of benefits, including health, dental, vision, and life insurance.

SELECTION PROCESS
A select group of candidates with superior qualifications will be invited for in-person interviews. References will not be contacted until finalists have been selected. Resumes will be accepted for consideration until March 20, 2020.

Location
21801 Torrence Ave, Sauk Village, IL 60041

How to apply
Interested applicants should email a cover letter, resume, and five professional references to cwilliams@saukvillage.org The Village of Sauk Village is an Equal Opportunity Employer.