

Position Title: Finance Director

The Finance Director is responsible to the Village Administrator and ultimately the Village President and the Village Board for the sound financial management and integrity of the accounting system.

The primary responsibilities of the Finance Director include but are not limited to:

Accounting: Collection and investing Village Funds; maintaining financial records of transactions; accounts payable processing, payroll processing; grant administration financial oversight; maintaining financial records of transactions

Reporting: Annual budgets; budget amendments; annual financial statements; annual Treasurer's report; monthly financial reports

Debt administration: Processing timely payments of the Village's outstanding bonds and loans, preparation of information and reporting required for bond rating firms; filing of required debt disclosures

Information technology: Maintenance of the Village's network, including hardware, software, and support issues; maintain relationship with technology consultants; Provide support to all Village departments on technology issues

Customer service: Process electronic payments using Illinois E-Pay, establish direct debit payments for utility bills; assist residents with payments for Village services and programs, including water, sewer, and garbage, permits and park programs

Human Resources: Responsible for all human resources functions including worker's compensation reporting, yearly postings, and submissions

Benefit Management: Responsible for knowledge and implementation of health, dental, vision, life and AD&D insurance, Village 457 Plan, IMRF reporting and payroll processing.