

## Karen Hoyle

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**From:** hoyle@dcedc.org  
**Sent:** Thursday, September 23, 2021 9:50 AM  
**To:** Karen Hoyle  
**Subject:** New submission from Job Recruitment Posting Form

Thank you for posting your employment opportunity with us. We will publish the position within 24 business hours of receipt.

### Company Name

City of DeKalb

### Company Website

<https://www.cityofdekalb.com/>

### Contact Person's Name

Michelle Brening

### Contact Phone Number

(815) 748-2398

### Contact Email Address

[HR@cityofdekalb.com](mailto:HR@cityofdekalb.com)

### Please add information about the hiring positions

#### Job Title

Finance Director

#### Number of Recruiting Candidates

1

#### Job Description

The Finance Director oversees the financial processes, policies and systems for the City including budget development, financial forecasting, accounting and financial reporting, auditing, treasury management, investments, payroll, purchasing, utility billing, revenue collection, vendor disbursements, and debt administration. The Finance Director also collaborates with the Executive Team in the areas of property and casualty insurance and licensing. The Finance Director will develop and collaborate with other city departments to incorporate sound financial processes that integrate and align with the strategic objectives of the City.

#### POSITION CONTEXT:

The position of Finance Director is a department head position and a key member of the Executive Team, who reports to the City Manager. The position is a full-time exempt position requiring attendance at meetings outside of regular business hours including weekends. The Finance Director works in an office environment and away from the department at times each day to attend scheduled and informal meetings in other locations. This position routinely handles highly sensitive or confidential information. This position will also collaborate regularly with City staff, elected officials, collective bargaining units, advisory committee members and the community at large. The Finance Director will lead and supervise Finance department staff.

Manages the overall administration and operations of the Finance Department. Oversees cash collection, utility billing, purchasing, accounts payable, payroll, monthly bank reconciliations, liability insurance, licensing, and the annual audit. Develops finance staff to ensure continual professional growth as content matter experts in related disciplines.

Diligently and consistently ensures the Finance Department's adherence to the City's accounting, auditing, and financial reporting standards, and requirements, including the separation of duties and other internal controls, to avoid any material misstatement of the City's financial statements, whether by error or fraud.

Assists the City Manager in coordinating the annual budget process including revenue projections for all funds, expenditure

calculations, and fund balances. Acts as a resource to Department Heads during the budgetary process.  
Assists the City Manager in the preparation of fiscal year budget amendments for Council review and action.  
Works collaboratively with the Assistant to the City Manager who serves as the Assistant TIF Administrator and Assistant Budget Officer.  
Works collaboratively with the Assistant to the City Manager in the administration of federal and state grants.  
Provides strategic financial analyses to the City Manager. Consults with Department Heads to identify short-term and long-term financial needs. Makes recommendations on financial initiatives for the annual Capital Improvement Plan.  
Develops, implements, and monitors policies and procedures to ensure preservation of City assets and sound accounting control of City finances. Ensures compliance with all Governmental Accounting Standards Board (GASB) statements annually.  
Works with City Manager and Department Heads to resolve financial issues impacting multiple departments and addressing City-wide policy and management concerns.  
Manages the City's financial accounting system consistent with accepted governmental accounting principles and practices to meet all statutory requirements.  
Oversees, monitors, and assures the preparation of the City's annual independent audit, the annual tax levy, and annual tax abatements.  
Develops and maintains the City's Purchasing Manual and financial policies to reflect industry best practices.  
Collaborates with the City Manager in identifying the annual goals and objectives of the Finance Department.  
Prepares agenda items for City Council meetings relative to financial operations. Participates with other staff in the collaborative writing of such summaries. Attends meetings of the City Council and provides monthly financial reports and other presentations as determined by the City Manager.  
Monitors and analyzes the financial trends for all City revenues and expenditures.  
Supports the City Manager in preparing reports for the Finance Advisory Committee (FAC), and in response to questions from the FAC.  
Oversees property and risk insurance programs including requests for bids and attends claims review meetings with third party administrator.  
Manages City finances to provide for bonded debt service such as general obligation bonds or revenue bonds.  
Oversees and ensures the investment activities for the City (excluding Police & Fire Pension Funds) in order to obtain maximum financial return consistent with legal requirements, City policy, and prudent financial management.  
Performs functions of the City Treasurer as defined by statute and ordinance.  
Supports the Collective Bargaining Management Team.

#### **Job Requirements/Qualifications**

##### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Strong working knowledge of generally accepted accounting principles (GAAP). Knowledge required in the principles and practices of public finance administration including accounting, budgeting, cash collection, investments, payroll administration, purchasing and the maintenance of related records and operations.  
Skilled in the principles and practices related to governmental accounting and budgetary controls, fiscal planning and financial reporting.  
Knowledge of the operations and key principles related to municipal government administration.  
Demonstrated project management skills with the ability to manage multiple overlapping projects spanning several months.  
Ability to direct the work of others while leading and motivating a team.  
Strong analytical skills with the ability to analyze complex issues and make sound recommendations.  
Ability to develop and maintain collaborative working relationships with all levels of staff, management, collective bargaining units, elected officials, advisory committees, and the general public.  
Strong written and verbal communication skills. Must have the ability to communicate effectively with diverse audiences.  
Ability to maintain strict confidentiality and exhibit diplomacy, tact and discretion at all times.  
Ability to work independently while exercising sound judgment and initiative.

##### **Education:**

Bachelor's Degree in Accounting or Finance, or a Bachelor's Degree in Business Administration with a major in Accounting, is required.  
Juris Doctor or Master's Degree in Accounting, Finance, Public Administration, Business Administration or related field is preferred.  
Certifications through GFOA, IGFOA or IMTA preferred.  
Valid driver's license.

##### **Experience:**

Minimum of three years of progressively responsible supervisory experience in financial operations required. Specific experience is necessary in several of the following: budgeting, auditing, revenue forecasting, payroll, purchasing, fund accounting and treasury management.  
Experience within municipal government financial administration is preferred.  
Strong working knowledge of Microsoft Office Suite required. Previous experience or ability to gain proficiency with an ERP, project management, document management, FOIA administration and other governmental financial software systems required.

#### **Wage/Salary**

The starting salary for the position will be between \$107,312 - \$131,457 commensurate with knowledge, skills and experience.

**Benefits**

The City of DeKalb provides a comprehensive benefits package that includes medical, dental, vision and prescription benefits, life insurance coverage, HSA & flexible spending accounts, deferred compensation and participation in the Illinois Municipal Retirement Fund (IMRF).

**Way of Application**

<https://www.governmentjobs.com/careers/cityofdekalb/jobs/3231809/finance-director?pagetype=jobOpportunitiesJobs>

**Application Deadline**

10/11/2021

**Posting Date**

09/17/2021