



# CITY OF WEST CHICAGO, ILLINOIS FINANCE DIRECTOR



## EXECUTIVE RECRUITMENT

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# FINANCE DIRECTOR

## THE POSITION IN BRIEF

West Chicago, IL (25,614) a friendly, multicultural community with a rich heritage of offering exceptional and efficient public services. First established at the turn of the century by the railroad industry, this convenient transportation hub is served by three major rail lines, and three state highways. As a community, it has a reputation for flexibility and adaptability looking to innovation to provide government service. West Chicago offers excellent schools, a growing business park and convenient access to parks, shopping and restaurants. The City is located in western DuPage County, Illinois. Candidates must be extremely knowledgeable in modern municipal financial management issues and trends, possess excellent interpersonal skills, and have demonstrated experience with team building techniques and consensus management. The City as a full-service community with 115.5 full-time employees and an annual budget of approximately \$48 million. The Finance Department has a budget of \$400,000 with 7 full-time employees offering the following services: accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of City funds, payment of bills, payroll, billing, and revenue collection for utilities, permits and licenses.

## CITY ORGANIZATION

The City offers a full array of municipal services and operates under a Mayor-Council form of government. The City of West Chicago, which has a long history of political stability, is governed by a Mayor and 14 Aldermen (7 Wards); the staff enjoys a very positive and supportive relationship with the elected officials. The Director of Finance is appointed by and reports to the City Administrator. The Administrator oversees a staff of 115.5 full time staff in the following Departments: Administration, Police, Community Development, Finance, and Public Works. Public Works is the largest of the Departments with an expanded service profile which includes water treatment, management oversight of the wastewater treatment authority and the cemetery. Fire services are provided independently by the West Chicago Fire Protection District and wastewater treatment services are provided by the West Chicago/Winfield Wastewater Authority.



## DEMOGRAPHICS AND KEY FACTS

Population: **25,614**

Median Age: **34.0**

Median Household

Income: **\$77,098**

Housing Value: **\$249,500**

Distance from Chicago: Approximately  
**35 miles**

Language Spoken at Home:

English only (**44.4%**);

Spanish (**45.6%**);

Other (**10.0%**)

To learn more about West Chicago,  
visit the City's website at

<https://westchicago.org/>



CITY OF WEST CHICAGO

ORGANIZATIONAL CHART



116

TOTAL STAFF

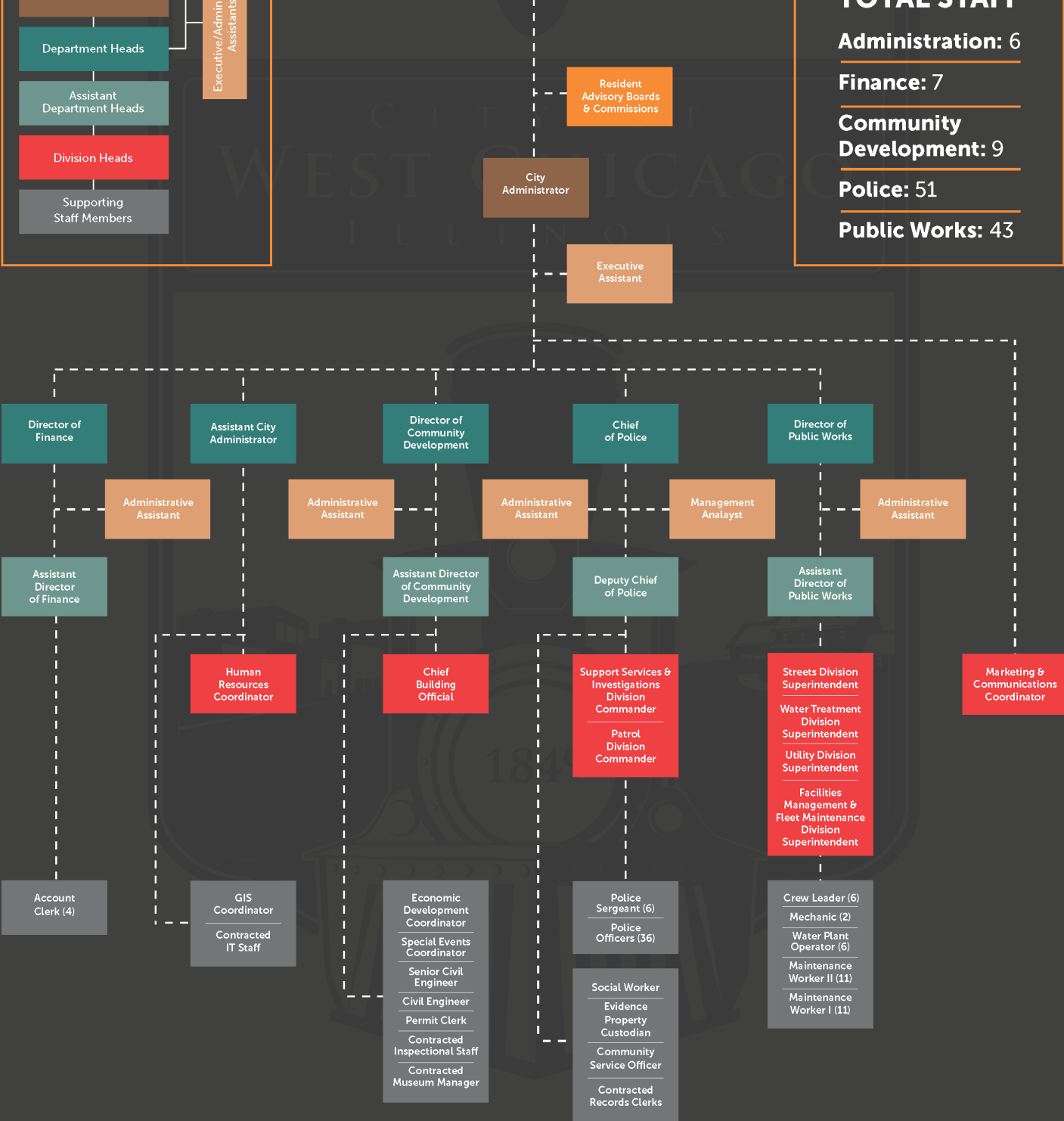
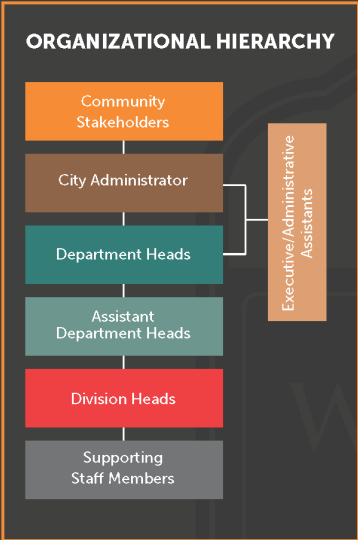
Administration: 6

Finance: 7

Community Development: 9

Police: 51

Public Works: 43





## THE DEPARTMENT

The Finance Director will lead a Department seeking to implement and update local government financial best practices and methods. The Department with 7 employees (Director, Assistant Director, Administrative Assistant and four Account Clerks) will benefit from a team-oriented, supportive, and accessible mentor to assist with professional growth and foster strong customer service internally and externally. The Department provides: accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of City funds, payment of bills, payroll, billing, and collection of revenue. As a main point of contact for residents, the Finance Department assists residents with payments for City services and programs, including water, sewer and garbage, parking permits, and deed certificates. The 2023 calendar year budget implementation and administering the efforts to resolve billing issues related to water meter implementation will be a focus the first year. The calendar year budget calls for expenditures of \$48 million inclusive of planned capital and debt expense of \$6.5 million. The General Fund is \$20.9 million. [Click here for more budget information.](#)

The Director will be regularly called upon to serve as a key partner to the City Administrator and other management team members including support of long-term capital improvement efforts, enterprise fund management and special fund management. The new Director will serve as the liaison to the Finance Committee where financial policy issues are discussed and recommendations are developed for the City Council on subjects such pension policy, and debt and investment policy. Additionally, the new Director will serve as the Treasurer to the Police Pension Fund Board and assist with the oversight of its activities.

The Finance Director will be relied upon to interact and share their knowledge, guidance and financial counsel with the Administrator and City Council. Offering well-timed information, that anticipates questions, educates and offers insight into municipal finance to promote thoughtful interchanges and feedback will be helpful. The Finance Director will demonstrate an ability to foster a high degree of trust and confidence in their Department's expertise. Having considerable understanding of the dynamics and cycles of government is essential.







## CHALLENGES AND OPPORTUNITIES

The City's is looking for an energetic finance professional who will assess and develop strategic improvements to the financial operations and methods. The department offers many opportunities and projects to bolster the financial strength and increase efficiency of the city operations. The successful candidate will address the following challenges and opportunities:

- Address process improvements to create a high level of performance, responsiveness, and accountability in a fast-paced, quality driven organization. Assist in refining priorities and programs aligning demands with resources (human capital and financial resources).
- Implement and respond to utility customer billing complications resulting from a meter update effort presently underway.
- Focus on employee development and mentoring - fostering professional development, ensuring the Department provides accessible, friendly support and guidance in local government financial management. Create a culture of engagement, support and problem solving within Finance and across other Departments.
- Develop a strategy for the capital project needs of the community including new facilities, technology and other equipment.

- Technology: Embrace change and focus on efficiency; improve integration and implement new methods to transition from outdated approaches to improve reliability, accuracy, and customer service.
- Provide effective financial and cash management of a multi-year capital improvement program; effectively identify financial resources to fund capital project needs, including having solid knowledge of debt management principles, implementation and strategies; identify a means to consistently address technology needs.
- Provide steady, resilient guidance and approaches to budget and financial strategies to elected officials and City Management collaborate to develop strong alternate positions; assure a calm response and offer innovative options to challenging situations.





## THE IDEAL CANDIDATE

### Knowledge, Abilities and Skills:

- Possess a Bachelor's Degree in finance or accounting; a Master's Degree (MBA or MPA), CPA or CPFO is desirable. Demonstrate a commitment to lifelong learning.
- Have a minimum of seven years of increasingly responsible experience in public accounting and finance, including at least two years of administrative responsibility.
- Strong organizational leadership, with excellent strategic management, problem-solving and personnel skills. Offer support and partner with Departments on their financial needs.
- Strong understanding of municipal budgeting, fund accounting, asset management/depreciation and financial reporting; the ability to enhance budgeting, accounting, utility billing and financial reporting practices to ensure an understanding of the consequences of policy decisions on fiscal sustainability.
- Experience with the financial aspects of municipal operations including enterprise funds particularly utilities, and permit fees; experience with rate studies and alternative revenue sources.
- Possess strong financial management abilities in budget development and implementation, revenue and expenditure forecasting, long-term capital improvement financing, debt management, and cash investments; knowledge of Illinois laws with respect to tax increment financing (TIF), and drug forfeiture asset accounting is a plus.



- Have the ability to diplomatically challenge the City Administrator and Finance Committee when recommending and debating financial issues to ensure the best options are considered and discussed. In turn, have the humility to support final decisions made by other parties if they are not consistent with recommendations.
- Knowledge of rules and regulations governing municipal financial management in Illinois, including generally accepted accounting principles (GAAP).
- An approachable leadership style that is steeped in collaboration, communication, and ethical and transparent management. The next Finance Director must be a strategic thinker with strong communication skills to ensure continued delivery of high quality, efficient, and effective municipal services.
- An ability to communicate the status of municipal finances to the community and elected officials using graphs, charts and written communication. The new Director will be able to communicate complex financial matters in an understandable manner to a wide variety of stakeholders.
- Experience in team-building, consensus building, and executive leadership collaboration with the ability to effectively engage elected and appointed officials in a way that fosters complex problem-solving to address the City's financial health.
- Have a strong knowledge and experience with implementation of computer technology and financial application software as they affect the Finance Department and other City Departments.
- Value diversity, equity and inclusion recognizing that a welcoming and inclusive culture is imperative to attract and retain employees resulting in the provision of high quality, equitable service.





## THE IDEAL CANDIDATE WILL BE

An exemplary finance professional demonstrating responsiveness, personal and professional integrity, inspiring the trust and confidence of co-workers and the public. An excellent project manager who can effectively prioritize and work effectively to achieve positive results for the organization.

A Finance Director or an experienced Assistant Finance Director in an organization of similar complexity to West Chicago.

An active participant in the City leadership team engaging in continuous improvement; an individual who can serve as a devil's advocate and support the decisions of the organization. An individual who will diplomatically challenge policy directions that impact financial sustainability; a decision maker who will provide direction, coach and mentor and advise fellow employees.

A creative problem-solver, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining, and respecting the regulatory framework that guides local government finance. The candidate will have a genuine passion for public service, sharing enthusiasm for community engagement and customer service.

A valued member of the City's management team, maintaining effective working relationships with elected officials, Boards, City administration, all levels of employees, vendors and unions. Proven interpersonal and human relations skills, and adeptness at interacting with wide variety of people possessing various attitudes and positions are all important and desirable qualities for the next Director.

## COMPENSATION

The full salary range is \$126,813-\$177,538 with an anticipated starting salary of \$150,000 +/- DOQ.

The City offers a competitive benefits package including membership in the Illinois Municipal Retirement Fund and optional deferred compensation plans. Residency is not required.

## HOW TO APPLY

Interested candidates should apply by November 4, 2022, with a cover letter, resume, and contact information of at least five (5) professional references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Katy Rush, Vice President, GovHR USA, 630 Dundee Road, Suite 130 Northbrook, IL 60062. Questions regarding the West Chicago Finance Director position can be directed to Ms. Rush:

Katy Rush, Vice President, GovHRUSA

Tel: 847-380-3240 x.122

The City of West Chicago is an Equal Opportunity Employer.



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