



WOODRIDGE, ILLINOIS

FINANCE DIRECTOR



GovHR USA
GovTEMPSUSA

EXECUTIVE RECRUITMENT



Village of Woodridge

Woodridge, Illinois **FINANCE DIRECTOR**

GovHR USA, LLC is pleased to announce the recruitment and selection process for Director of Finance for the Village of Woodridge, Illinois. This brochure provides background information on the Village of Woodridge as well as the requirements for the position. Additional information about Woodridge can be found on the Village's website: <https://www.woodridgeil.gov/>.

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references by November 4, 2022, at www.GovHRUSA.com. Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Woodridge:

GovHR USA
Maureen Barry, Senior Vice President
Phone: 847-380-3240, x116

THE COMMUNITY

The Village of Woodridge (population 33,826) is a progressive community located in DuPage, Will, and Cook Counties, Illinois approximately 30 miles southwest of Chicago. Neighboring communities include Naperville, Downers Grove, Darien, Lisle, Lemont, Romeoville and Bolingbrook. The Village of Woodridge was incorporated on August 24, 1959. The community has continued to grow and prosper while carefully maintaining the area's natural setting through dozens of parks and thousands of acres of forest preserve land.

With its close proximity to downtown Chicago, Woodridge has developed a thriving commercial community. One of the largest business parks in the Chicago Metropolitan Area is located in Woodridge, along with eight other business parks, providing space to more than 95 businesses and representing nearly 6,000 jobs. Edward Don, Home Run Inn Pizza, Morey Corporation, Hendrickson International, and Eaton are just a few of the notable corporations who have chosen Woodridge for their corporate headquarters. In addition, Woodridge is also home to 19 retail shopping centers, including Seven Bridges Main Street development, which offers a vibrant mixed-use environment in which to shop, dine, work, live, or play.

The Village of Woodridge has a wide variety of housing options that range from apartments and moderately priced condominiums to luxury single-family homes. Single-family housing developments continue to be built in Woodridge with the new home prices ranging from \$400,000 to \$800,000. Of 11,300 households, approximately 50% are in multi-family developments. To address some of the needs of Woodridge's aging population, a 93-unit independent living senior apartment building was constructed and has been fully occupied for the past six (6) years. Cedarhurst Senior Living opened in 2019, which offers both assisted living and memory care lifestyle options for seniors. The Village anticipates several redevelopment opportunities coming forward within the next 6-12 months, which have the potential to add various community amenities and grow the Village's tax base (e.g., property and sales).

WOODRIDGE AT-A-GLANCE

Population: **33,826**

Land Area: **9.65** square miles

County: DuPage, Will, and Cook

Median Home Value: **\$364,400**

Median Household Income (in 2020 dollars): **\$88,803**

Average Household Size: **2.56**

Households: **13,023**

The Village's mission statement:
Achieve a high quality of life by providing superior services in a fiscally responsible manner.



Woodridge is home to six public elementary schools and one junior high school. All seven of these schools are in Woodridge School District #68, which serves a majority of the community. The majority of Woodridge high school students attend Downers Grove North or Downers Grove South

High Schools which are part of the Community High School District #99. Several other school districts also serve Woodridge residents.

Woodridge residents enjoy outstanding park and library facilities. The Woodridge Park District provides more than 560 acres of park land which includes over 40 community and neighborhood parks, two lakes, and other woodlands, wetlands, bikeways and open space, including almost 34 miles of off-road asphalt-paved pathways for recreational use. Residents also enjoy the Cypress Cove Family Aquatic Park. The Woodridge Athletic Recreation Center (ARC) provides to the community a facility that focuses on life-long fitness, health & wellness, sporting, athletic, and recreational opportunities for persons of all ages and abilities. Woodridge is also home to the privately-owned Seven Bridges Ice Arena, which plays host to over a million visitors per year.

The Village has also embarked upon an ambitious \$32 million facilities improvement project, with construction underway on a new 32,000 sq. ft. Police facility and new Public Works salt storage and cold storage facilities centrally located near the Village's existing Town Centre campus.

The Village owns two 18-hole golf courses in Woodridge, including the award-winning Seven Bridges Golf Course (rated 4-stars by Golf Digest) and the Village Greens Golf Course. The former is privately managed, and the latter is the subject of a long-term lease to the Park District. The Woodridge Library serves almost 24,000 registered cardholders, saw nearly a half of a million visitors and circulated 675,000 items.

Woodridge is a caring, family-oriented community that provides outreach services to build strong neighborhoods and unify the community by bringing residents together to help one another. Local businesses, service organizations and residents contribute their time, talents and funds to help operate these important programs. Woodridge is proud of its diversity and strives to be a welcoming, inclusive, and equitable community. The Village Board created the Human Relations Advisory Committee in early 2022 for the purpose of deepening understanding and facilitating meaningful connections and conversations around diversity, equity, equality, and inclusion.

VILLAGE GOVERNMENT IN WOODRIDGE

The Village of Woodridge is a home rule community that operates under a strong Mayor form of government. The Village Board consists of eight elected officials including the Mayor, Village Clerk, and six Trustees all of whom are elected at-large and serve staggered four-year terms. Direction of the day-to-day operations of the Village is the responsibility of the Village Administrator. The Village Administrator and department heads value their team oriented, close working relationship. The Village's elected leaders and professional staff have earned community confidence functioning within a high level of political stability.

The Village operates on a calendar year budget. The FY 2023 budget projects expenditures of \$72.4 million (inclusive of planned capital and debt expenses) and revenues of \$56.7 million (utilizing a strong fund balance stabilized by ARPA funds to offset the difference). The General Fund is \$24.5 million. Village services are provided by a staff of 117 full-time employees and 2 part-time employees supporting the departments of Police, Public Works, Administration, Community Development, and Finance Departments.

A full range of services are provided to the Woodridge community, including police protection, water distribution and sanitary sewer collection services, the construction and maintenance of highways, streets and infrastructure, planning and development review. Fire protection services are provided by independent Fire Protection districts. The Woodridge Public Library, while it cannot issue general obligation bonds in its own name or levy its own property taxes, separately directs its own affairs. Thus, it has its own set of audited financial statements.

Empowered to levy a property tax on both real and personal properties located within its boundaries, the Village also has the power by state statute to extend its corporate limits by annexation, which has occurred periodically when deemed appropriate by the Village Board.

The Village's strong credit ratings, 'Aa1' (Moody's)/'AA+' (Fitch), are a result of the Village's solid overall finances, long-term planning, stable community, and fiscal management policy. Revenue sources, particularly sales and Real Estate Transfer Taxes, have performed well in the wake of the COVID-19 pandemic. With \$2.3M in federal ARPA funding received to assist with costs related to the pandemic and reserves exceeding the Village's fund balance policies, the Village is drawing upon some of these funds to balance its FY 2023 budget. The next Finance Director will assist the Village in developing a longer-term plan for future budgets.

The Village Board priorities continue to be public safety, maintenance of streets and storm water infrastructure, community engagement/outreach, and the need to keep the tax base balanced against the needs to maintain property tax affordability and housing values. As Woodridge grows and matures, the Village will be challenged to continue to provide a high level of service as the economic benefits of new growth end. Incremental growth in the Village's revenue base and intergovernmental collaboration will be key components in meeting these challenges into the future.





POSITION AND DEPARTMENT IN BRIEF

Following the retirement of the Village's current Finance Director (after having served the Village for 10 years) in January 2023, the next Director will continue to lead the Village in its tradition of strong financial management. The Government Finance Officers Association (GFOA) awarded its Certificate of Achievement for Excellence in Financial Reporting to the Village for its annual comprehensive financial report for FY 2020, the 17th consecutive year that the Village has achieved this prestigious award. GFOA also presented to the Village the Popular Annual Financial Reporting Award and the Distinguished Budget Presentation Award for the same fiscal year. Woodridge is one of just 317 governments that received the GFOA "Triple Crown" for fiscal year 2020.

Appointed by and reporting to the Village Administrator (with the advice and consent of the Mayor and Board), the Finance Director and department staff are responsible for maintaining the integrity of the financial systems. The primary functions include budget preparation, audit oversight, investment of cash, collection of revenues, purchasing, accounts payable, payroll, and water billing. The Director currently has two (2) direct reports within the Finance Department, an Assistant Director of Finance and a Fiscal Operations Manager. Three Fiscal Assistants (payroll, accounts payable, and water billing) report to the Assistant Director. A Budget Analyst reports to the Fiscal Operations Manager.

The **2023 budget** projects expenditures of **\$72.4 million** and revenues of **\$56.7 million**

General Fund: **\$24.5 million**

Recipient of:

Government Finance Officers Association (GFOA) **Certificate of Achievement for Excellence in Financial Reporting** for annual comprehensive financial report for FY 2020, for the 17th consecutive year

Annual Financial Reporting Award and the **Distinguished Budget Presentation Award**

One of just **317** governments that received the **GFOA "Triple Crown"** for fiscal year 2020.

STRONG CREDIT RATINGS

'Aa1' (Moody's)/**'AA+'** (Fitch)

PRIMARY POSITION RESPONSIBILITIES



The essential job functions of the Director include but are not limited to:

- Serve as chief financial advisor to the Village Board and Administrator.
- Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Provide leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Provide professional advice to supervisors, make presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicate financial plans, policies and procedures to staff and the general public.
- Develop financial studies and plans necessary to forecast, estimate and monitor the financial condition of the Village to assure the fiscal well-being of the Village.
- Supervise preparation and execution of the annual Village budget.
- Establish and maintain internal control procedures and assure that state and national standard accounting procedures are maintained.
- Supervise the collection of taxes, fees and other receipts in accordance with laws and regulations.
- Oversee financial record management, including the posting and reconciliation of ledgers and accounts and the preparation of state and Federal reports, including tax reports.
- Oversee payroll and accounts payable processing; utility and other billings.
- Oversee the cash management and investment of Village funds, and the issuance and payment of Village debt and related activities.
- Provide staff liaison/Treasurer services to the Woodridge Police Pension Board of Trustees.

CHALLENGES AND OPPORTUNITIES

In addition to the responsibilities listed in the Primary Position Responsibilities section, the next Director can expect to work closely with the Village Administrator, Mayor and Village Board, and staff on the following issues:

- Assist in long-term strategic financial planning to assure balance in realized revenues with anticipated expenses, operating and capital, in an inflationary environment.
- Work collaboratively with other Village department staff to update details of the five-year capital plan, including helping to develop a future funding plan for a new Public Works facility.
- Provide leadership to a strong, motivated group of employees, some of whom have Village or finance-related experience, but are new to their positions.
- Continue to seek out innovative revenue ideas to assist the Village in maintaining its high level of services without significant tax increases. This includes a continuous evaluation of fees, assistance in seeking out grants, and staying current on new and emerging capital financing options.
- Explore and implement new technologies and/or work processes that facilitate the efficient provision of municipal services for both internal and external stakeholders.
- Lead efforts to complete the Village's final debt issuance for the remaining facilities improvement project costs.
- Prepare Request for Proposal for banking services and oversee any actions needed to initiate or continue services with new or current providers.



EDUCATION AND EXPERIENCE REQUIREMENTS

The Village is seeking an experienced, dependable and collaborative Director to lead the Finance Department. The successful candidate will have the following:

- Bachelor's degree in accounting, business management, finance, or a closely related field.
- Five to seven (5-7) years of increasingly responsible experience in public or private accounting or finance, ideally with three (3) years of management/supervisory responsibility, preferably in local government.
- Master's Degree, CPFO or CPA designation is preferred.
- Strong analytical, and oral and written communication skills, staff leadership and management abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials.
- Proficiency in Microsoft Word, PowerPoint and Excel and general working knowledge of enterprise resource planning (ERP) systems.

THE IDEAL CANDIDATE

In addition to the requirements listed above, the Village is seeking candidates with the following traits:

- Strong interest and ability to lead and motivate employees, creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions with a high level of customer service.
- The ability to develop reliable financial and cost analyses to support sound decision-making.
- Strong understanding of modern budgeting practices including preparation of an annual budget.
- Thorough knowledge of and experience in municipal accounting, investments and debt management, and economic development incentives; familiar with current and emerging issues in municipal finance.
- Proven verbal communication and listening skills, both one-on-one and in group settings, presented in a professional, relatable, and respectful manner to all.
- Ability to write clear and concise reports, translating complex Village finances into lay person's terms.
- Experience in working and collaborating on employee benefits issues and Labor-Management committees.
- Excellent reputation and a demonstrated high level of honesty and integrity.
- Conservatively creative problem-solving skills and willingness to assist elected and appointed officials and other municipal department staff with their issues, questions and challenges.
- Committed to professional development and continuing education for oneself and the Finance Department team.
- Willing to contribute by taking whatever action is needed to help the team or accomplish the task at hand.
- Affinity for continuous improvement efforts and the willingness to embrace the adoption of new technologies or processes that allow the Village to enhance services to internal and external stakeholders.



COMPENSATION AND BENEFITS

The expected salary range is \$113,000 - \$164,000, depending on qualifications and experience. Residency within 30 miles of corporate limits is required. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, and dental, (also available to dependents), life insurance, medical and dependent care flexible spending accounts, optional 457 plan participation, and paid holidays, paid vacation, sick leave and personal days, as well as tuition reimbursement and interest-free loan programs.

HOW TO APPLY

Apply online at www.govhrjobs.com with a resume, cover letter, and contact information for five professional references by November 4, 2022. Questions about the position are encouraged and may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 224-380-3240, x116.

The Village of Woodridge is an Equal Opportunity Employer.

EXECUTIVE RECRUITMENT

www.GovHRUSA.com

