

ASSISTANT FINANCE DIRECTOR

MCHENRY COUNTY, ILLINOIS



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THE POSITION IN BRIEF

The Assistant Finance Director is a key member of the County's fiscal management team in a financially stable organization. The Assistant Finance Director is part of a seven-member team that performs complex work involving all County financial operations including fiscal planning, budgetary controls, and cost studies. In collaboration with the Chief Finance Officer, the Assistant Finance Director helps develop and manage combined general and enterprise fund budgets of about \$260 million.

THE COUNTY

[McHenry County](#) is located in the northeastern part of Illinois and was formed in 1836. The County was named in honor of Major William McHenry, an officer in the Blackhawk War. The first European settlers came chiefly from New England, New York, and Virginia. [More in-depth history about the County and its communities can be found here.](#)

The county is served by the [McHenry County Conservation District](#), which preserves sensitive land throughout the county and provides recreational opportunities for residents. The District also operates the McHenry County Prairie Path, a regional bike path that extends from the Wisconsin State Line to points south.

The Fox River, Kishwaukee River and Chain O'Lakes provide opportunities for boating, fishing, swimming, and other water activities in the County. Moraine Hills State Park and Chain O' Lakes State Park are both located in the county, adjacent to the waterway. Other major lakes in the county include Crystal Lake, Wonder Lake, and McCullom Lake. In 2012, the Hackmatack National Wildlife Refuge was established and encompasses parts of McHenry County.

McHenry County has an active art and theater scene. The historic [Woodstock Opera House](#) and Crystal Lake's Raue Center for the Arts both provide year-round programs. In addition, Algonquin is noted for its Public Art Program, which showcases artwork year-round throughout the community. Additional points of interest in the county include the [Illinois Railway Museum](#) and McHenry County Historical Museum in Union, the Old McHenry County Courthouse in Woodstock, and many historical homes.

Additional information about the variety of activities found in the County can be found at [Naturally McHenry County](#).

A SNAPSHOT OF THE COUNTY'S DEMOGRAPHICS AND AMENITIES:

- **603** square miles of land and seven square miles of water
- Recognized for its scenic beauty and outstanding recreational opportunities, McHenry County has **25,371** acres of conservation land and **17** dedicated state nature preserves
- **120,239** households
- Median household income: **\$93,801**
- Median home value of **\$241,500**
- The County's racial makeup is approximately **92 %** White, **2%** African American and **2%** Asian. Those identifying themselves as Hispanic are approximately **14%** of the population.
- **35%** are college graduates
- Median age of residents: **40** years
- McHenry is the **sixth** largest county in Illinois.

MCHENRY COUNTY GOVERNMENT

The County Board consists of a Chairperson and two representatives elected from nine districts. In September 2018, the County Board voted to decrease the number of Board members from 24 to 18 effective with the 2022 election. Since 2017 the County live-video streams its County Board and Committee of the Whole meetings.

The day-to-day operations are managed by a professional County Administrator who has served in the position since 2005. The County Administrator oversees a full-service organization consisting of about 1,300 employees in 28 different departments and offices.

McHenry County Government has a long and proud history of strategic planning to achieve the objectives of its residents and create a better future. In October 2021, the Board approved its [fourth strategic plan](#), covering the years 2022 through 2025. The McHenry County 2022-2025 Strategic Plan is divided into six different key issue areas. Each overlap and interconnects with one another to create the County Board's vision for the future.

McHenry County's financial condition is exceptionally good. It is one of three counties in Illinois to have earned and maintained a AAA bond rating from Moody's Investor Services. The County has earned the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for several consecutive years.

The County's fiscal year begins December 1st. [A link to the FY 2023 budget can be found here.](#)

THE COUNTY ADMINISTRATOR'S OFFICE AND THE FINANCE DIVISION

The County Administrator reports directly to the County Board, and oversees all County budget, financial and administrative services with a staff of 12. The Assistant Finance Director reports to the Chief Financial Officer and is located in the finance division which is part of the County Administrator's office.

The Chief Financial Officer, Kerri Wisz is responsible for the division and assists the County Administrator in preparing the county budget and is responsible for the administration of budgeted funds. She has been with the County for more than eight years.

The Assistant Finance Director will be responsible for providing support in the following areas: analyzing accounting records, entering and reviewing entries, auditing completed entries, financial compliance, financial reporting, assisting with budget development, and supporting all aspects of the finance division.



CHALLENGES AND OPPORTUNITIES

The next Assistant Finance Director can expect to work closely with the Chief Financial Officer and the County's senior staff team on the following:

- The Assistant Finance Director will assist with the outside auditor and the County's Treasurer.
- On-going strategic goals of the County, as it relates to the County's financial condition, include:
 - Addressing overall financial requirements and exploring approaches to revenues streams while working to reduce the County's share of the property tax component;
 - Providing leadership among other units of local governments in financial management and tax burden; and
 - Exploring and identifying methods to increase efficiencies in the tax collection and distribution role/processes that are the responsibility of the County.
- A few years ago, the County introduced a new ERP (Microsoft Dynamics 365), and the finance division continues to work with the County's IT Department and other departments to assure full utilization of the system's capabilities. The Assistant Finance Director can expect to be a resource to coach and guide those less comfortable with the system to help assure more thorough usage.
- The next Assistant Finance Director will have a role in the development of the County's [Annual Comprehensive Financial Report](#). The Assistant can expect to collaborate in developing the report and may also help with developing the companion document that other municipalities have adopted, the Popular Annual Financial Report. In a similar vein, the Assistant Director can expect to help the Chief Financial Officer in reviewing the County's budget documents and recommend any improvements in the presentation of materials.
- The division's staff includes employees with considerable experience with the County. It is a lean staff; a number of functions typically handled by a central accounting department are handled by other County departments. In their work with the County's other 28 departments, the Assistant Director will work closely with an accountant and financial analysts, and the Chief Financial Officer welcomes the Assistant Director's help mentor a talented and eager staff.
- The next Assistant Director can expect, especially in the first year of employment, to understand the complexity of the County's fund accounting system, and to add to the trust and confidence the County Administrator's Office has built with the County Board.





CANDIDATE QUALIFICATION CRITERIA

The following education, experience, management, and leadership criteria have been identified by the County management team as important skills and abilities for candidates to possess and demonstrate.

Education and Experience

- A Bachelor's degree in accounting or related field; a Master's degree and / or CPA is ideal. An ability to attain GFOA's CPFO status.
- Three – five years of experience in a government setting or demonstrable skills in governmental fund accounting; ideally with some of those years in a supervisory position.
- Have a thorough knowledge of municipal accounting, budgeting, auditing, purchasing, debt management, and internal controls. Be detailed-oriented, while possessing the ability to keep an eye on the County's bigger picture and strategic initiatives.
- Knowledge of generally accepted accounting principles; GASB fluency, a commitment to keeping abreast of changes and emerging issues with respect to municipal finance, is ideal.
- Be a creative and approachable problem solver who assists other municipal departments and boards and commissions with budget issues, questions and challenges.
- Have sufficient experience in the preparation and administration of a municipal budget; be able to work cooperatively and respectfully with all County departments in the development and administration of their budgets.
- Have knowledge of financial application software as it affects the finance division and related County Departments; be personally familiar with the use of spreadsheets, formatting reports and financial management/ERP systems.
- Provide comprehensive and understandable financial information to the County Administrator, Chief Financial Officer, and other stakeholders ensuring that the very best, complete, and accurate information is made available to all on a timely basis.

Management Style/Personal Traits

- Possess excellent oral and written communication skills with the ability to provide clear communication for decision making.
- Have the ability to work effectively with individuals at different levels with varying levels of financial knowledge.
- Be easily accessible and approachable; demonstrate flexibility when appropriate in the examination of budget and financial issues.
- Have the maturity and self-confidence to firmly and diplomatically present professional views, concerns, and implications of proposed policy actions that may be under consideration, while also being committed to carrying out final decisions in a timely, professional, and impartial manner.
- Have complete personal and professional integrity, inspiring the confidence of elected and appointed officials.
- Have a team-management orientation and the ability to work with the County Administrator, Chief Financial Officer, Department Heads and employees throughout the organization in an effective, harmonious manner.
- Have an open, friendly personality and management style, and be one who can establish trust quickly with others.
- Maintain a calm demeanor during times of stress, providing thoughtful guidance to employees, department heads and elected officials.
- Regularly demonstrate good listening skills and a willingness to work out financial and budgeting challenges in a collegial, respectful manner.



COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

- The starting salary is \$90,000 – \$100,000 +/- DOQ, plus an exceptional benefit package. The County is part of the [Illinois Municipal Retirement Fund \(IMRF\)](#). A title change to Deputy Chief Financial Officer is under consideration for this position.
- The department prides itself on its commitment to customer service, collaboration and teamwork. Staff has a lot of daily interaction with one another and report strong intra-and-inter departmental relations. The organization is lean and County staff possesses a high-output work ethic.
- The County Board possess a strong respect for staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

HOW TO APPLY

Candidates should apply by April 24, 2023 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The County is an Equal Opportunity Employer.



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