

DIRECTOR OF FINANCE

BENSENVILLE, ILLINOIS



EXECUTIVE
RECRUITMENT



GovHR USA
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DIRECTOR OF FINANCE BENSENVILLE, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for Director of Finance for the Village of Bensenville, Illinois. This brochure provides background information on the Village of Bensenville as well as the requirements for the position. Additional information about Bensenville can be found on the Village's website: www.bensenville.il.us.

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 at www.GovHRUSA.com. The position is open until filled with first review of applications on June 2, 2023. Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Bensenville:

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





THE COMMUNITY

The Village of Bensenville (population 18,535) is a strategically located, vibrant community known for its family-oriented neighborhoods and bustling business districts. Bensenville's location near O'Hare International airport provides a foundation for a large commercial, industrial and retail base of employment that continues to grow. The community is also home to an historic downtown with a theater, restaurants and multi-family living options.

Bensenville functions as a key "gateway" from adjoining Cook County into DuPage County, and with its low DuPage County tax rate is an ideal place to live, play, work and conduct business. The Village is home to over 1,500 businesses and is part of the largest industrial park in the United States.

Bensenville provides convenient access to the greater Chicagoland area and is a hub of vehicular, air, rail, and public transportation, within minutes of I-290, I-294, and I-90. Bensenville has a Metra commuter rail station on the Milwaukee District West Line which runs between downtown Chicago's Union Station and the City of Elgin. O'Hare is only minutes away and Midway Airport is approximately 15 miles away. Suburban PACE bus service is also available with routes that provide convenient access to the Bensenville Metra station, Elmhurst Metra station, and the Rosemont CTA Blue Line station. Additionally, the completion of the Elgin-O'Hare expressway (I-390) will provide western access to O'Hare through Bensenville.

Bensenville works cooperatively with its business community to maintain and enhance its tax and employment base, while also seeking to continually enhance its residential neighborhoods. The Village has many amenities, including high-quality municipal facilities, such as a LEED certified Police Department and a new, industry-leading wastewater treatment plant.





Additionally, the Bensenville Theatre and Redmond Recreational Complex are very popular with residents and visitors. The Redmond Complex is comprised of the Edge Ice Arenas, Water's Edge Aquatic Center, a band shell, baseball fields, basketball courts, soccer fields, bocce ball courts, volleyball courts, and a strength and conditioning center. The Edge Ice Arena facility is comprised of three full sheets of ice and hosts practices, games, and tournaments which draw international competitors year-round.



Bensenville hosts a variety of special events that draw thousands of residents of the Village and from the broader region annually. In addition to hockey and ice-skating events, other Village events that attract people from throughout the area include the Music in the Park summer concert series, Classic Car Nights, Annual Toy Drive and Holiday Magic, a Halloween display, and Fourth of July fireworks and celebration.

The Village is served principally by award-winning public School District 2 and Fenton High School District 100. Tioga Elementary School has won numerous awards for its design, as well as its emphasis in technology. W.A. Johnson Elementary School and Fenton High School recently completed substantial renovations. In addition, several parochial schools are located in the Village. Roosevelt University utilizes the Village's recreation facilities as the home for its athletics program.



The Bensenville Park District operates 18 parks within a ten-mile square area of the Village. Administration offices and a comprehensive recreation site are located in the Deer Grove Leisure Center. The 50,000 sq. ft. facility features a gym and running track, three racquetball courts, a weight room, dance, exercise and gymnastics studios, preschool and regular classrooms, a nursery, and a senior citizen drop-in center. They also operate a water park that is very popular with residents during the summer months.

The Village is located within easy reach of many area major hospitals. Alexian Brothers Medical Center, Edwards-Elmhurst Memorial Hospital and Gottlieb Memorial Hospital are three of the major health care providers that serve area residents as well. Each has a reputation for high quality care and comprehensive special services. In addition to the major health care providers, the Village is home to excellent local wellness services which serve the community as well.



Planning for progress is one of the keys to Bensenville's continuing success. The Village's downtown business district has undergone extensive renovation. Changes include the upgrade of existing buildings along with construction of new mixed-use buildings. The Village also has implemented a streetscape program that includes new lights, roads and sidewalk improvements, a public parking lot, and brick sidewalks.

VILLAGE GOVERNMENT IN BENSENVILLE

The Village of Bensenville is a non-home rule municipality. The Village operates under the Council-Manager form of local government, which combines the political leadership of elected officials with the managerial experience of a professional Village Manager. The current Manager has been in the position for the past 7 years. Bensenville has eight elected officials — six Trustees, a Clerk, and a Mayor.

Together, the President and Village Board of Trustees create policy and direction for the Village. They perform such functions as passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning, other land use regulations, and making decisions on other important issues which affect the Village of Bensenville.

The Village provides a full range of municipal services including police protection, emergency management, recreational programming, finance, human resources, public works operations, community and economic development, and general administrative services. (The Bensenville Fire Protection District, a separate taxing body, provides other emergency response services.)

The Village Manager, appointed by the Mayor with the approval of the Board of Trustees, is responsible for the implementation of policy and the overall operations of a \$63 million total budget, including \$37 million in capital spending, as well as management and leadership of 114 full-time and 86 part-time employees.

S&P Global Ratings assigned a credit rating of 'AA/Stable' during the Village's last issuance of General Obligation Refunding Bonds in 2021. In its upgrade from a prior 'AA-' rating, S&P noted "The upgrade reflects the stronger-than-anticipated growth in reserves and our expectation that reserves will be maintained at similar levels. The growth is a result of proactive management driving consistently strong budgetary performances. Further supporting the upgrade is the continuation of property developments that we believe will support tax base growth."

BENSENVILLE AT-A-GLANCE*

Population: **18,535**

Land Area: **5.53** square miles

County: **DuPage, Cook**

Median Home Value: **\$227,000**

Median Household Income
(in 2021 dollars): **\$68,532**

Average Household Size: **2.69**

Households: **6,880**

* Source: US Census Bureau Quickfacts

VILLAGE OF BENSENVILLE MISSION STATEMENT:

To be financially sound and
to provide customer-friendly
services of the highest quality.





FINANCE DEPARTMENT MISSION STATEMENT

The Bensenville Finance Department is dedicated to providing exceptional services to residents and businesses, other Village departments, and other governmental agencies by applying modern financial management practices to ensure that the Village is able to deliver services effectively and efficiently on a sustained basis and in a manner that is reflective of this organizations commitment to excellent customer service.

As a member of the Village of Bensenville Finance Department it is our shared mission to:

- Safeguard Village Assets
- Provide World Class Customer Service
- Achieve Financial Strength as a Village
- Provide Accurate Financial Information in a Timely Manner
- Maintain Transparency
- Be the Financial Adviser to other Departments



POSITION AND DEPARTMENT IN BRIEF

The Village is seeking a highly professional, progressive public finance professional with strong interpersonal skills and experience in public finance to serve as the Finance Director. The successful candidate will be responsible for the direction and coordination of the financial and business activities of the Village of Bensenville.

The Finance Director oversees the preparation and disbursement of payroll, utility billing, accounts receivable and payables, purchasing, front desk and cash receipt operations; ensures staff is collecting and posting the receipts accurately; is responsible for safeguarding the Village assets and utilizes controls and standard operating procedures (SOPs) to ensure the same; reviews postings of internal cash flow and bank statements; and handles customer service issues for utility billing and other Village services.

The Finance Director is responsible for the coordination of all Village proposed budgets in relation to the current year's budget, future year's budget, goals and objectives through sessions with the Village Board, Department Heads, and Village Manager.

Additionally, the Finance Director is responsible for coordination of the day-to-day cash flow of Village funds, analysis of the financial needs of the Village, and making recommendations to the Village Manager and Village Board. The Director will serve as a liaison to the Bensenville Police Pension Board and will advise the Village Manager on various projects in adherence to the mission of the Village. The position plays a key role in collective bargaining negotiations, risk management, IT services, effectiveness and efficiency projects, community investment planning, purchasing, customer service, contract negotiations, joint purchasing, inter-agency contracts, relationship management, financial oversight of the Village's five tax increment financing (TIF) Districts, and many other management tasks.

The Finance Department is composed of two operating divisions:

Administration Division – Responsible for preparing the annual budget and tax levy, accounts payable and receivable administration, financial reporting, payroll administration, sale of parking permits, dog licenses and vehicle stickers, and treasury management.

Utility Billing Division – Responsible for the preparation and distribution of monthly water and sewer billings and final bills as well as the scheduling of customer service appointments for Public Works Meter Technicians.

The position directly supervises seven (7) positions: one (1) Assistant to the Finance Director, two (2) full-time front desk clerks, three (3) utility clerks, and one (1) Accounts Payable clerk.

CHALLENGES AND OPPORTUNITIES

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

- Provide leadership to a cooperative, knowledgeable team of employees in the Finance Department and to other staff throughout the organization. Set an example in demonstrating how to fulfill and improve upon the organization's mission, values and culture.
- Work collaboratively with other Village department staff to use the budget as a tool to better manage the Village's operations.
- Continue to increase the Village's pension funding levels, which are currently on track to reach target levels within the next five (5) years. The Village has an excess fund policy that directs fund balance to pensions and storm water system improvements.
- Continue to improve and refine the Village's ability to use its ERP/financial management system (Tyler Munis) for the benefit of internal and external stakeholders.
- Proactive and careful management of the Village's significant grants programs, which fund a number of vital community services.
- Assist in long-term strategic financial planning to assure balance in realized revenues with anticipated expenses, operating and capital, in an inflationary environment.
- 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.



EDUCATION AND EXPERIENCE REQUIREMENTS

- The Village is seeking an experienced, dependable and collaborative Finance Director to lead the Finance Department. The successful candidate will have the following:
- A Bachelor's degree in Accounting, Business Administration, Public Administration, or related field and three to five (3-5) years of increasingly responsible experience in public or private finance or accounting, with three (3) years of management/supervisory responsibility, preferably in local government. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.
- Master's Degree, CPFO or CPA designation, or knowledge, skills and abilities equivalent to is preferred.
- Exceptional customer service skills servicing internal and external customers.
- Understanding of governmental budgets, audits, GASB, debt management, and financial planning and analysis skills are required.
- Strong analytical, oral and written communication skills, staff leadership and management abilities, 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:
- The position will supervise a staff of seven (7) employees. A positive leadership style and prior employee supervision/management experience is necessary to ensure success within the department.
- Knowledge of Illinois governmental accounting and finance laws, and fund accounting experience.
- Commitment to transparent, open and honest government.
- Knowledge of ERP (Tyler Munis) and recreation platforms used by the Village (RecTrac and MaxGalaxy) would be a plus.
- Problem-solving skills and a 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.
- Always seeking continuous improvement and willing 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 anticipated salary range is \$125,000 - \$165,000 DOQ depending on qualifications. Residency is not required. The Village offers a competitive benefits package, including membership in the Illinois Municipal Retirement Fund (IMRF), optional 457 deferred compensation plans, a gym membership to the Bensenville Park District's workout facility, and a menu of health plans. Flexible work schedules will be considered.

HOW TO APPLY

Apply online at www.GovHRUSA.com with a resume, cover letter, and contact information for five professional references. The position is open until filled with first review of applications on June 2, 2023. 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 Bensenville is an Equal Opportunity Employer.

