



VILLAGE OF  
**WHEELING**  
ILLINOIS

# DEPUTY FINANCE DIRECTOR



GovHR USA  
GovTEMPS USA



**MGT**





## ***THE POSITION IN BRIEF***

The Deputy Finance Director is a key member of the Village's fiscal management team in a financially stable organization. The Deputy Director is part of an eight-member team that performs complex work involving all Village financial operations including fiscal planning, accounting, budgetary controls, and cost studies. In collaboration with the Village Manager and the Finance Director, the Deputy Director helps develop and manage combined general and enterprise fund budgets of about \$106 million.

## ***THE COMMUNITY***

Wheeling is located 27 miles northwest of Chicago's Loop. Neighboring communities include Buffalo Grove, Arlington Heights and Lincolnshire. The Village has a resident population of 38,878, and a larger daytime population due to commercial and retail businesses. The Village's population has been steadily growing in the last several decades.

Incorporated in 1894, the [Village of Wheeling](#) originated as an overnight rest stop for travelers journeying from Chicago to the Wisconsin Territory. The inns, taverns, and eateries established in the 1830's developed into Wheeling's Restaurant Row. Farmers took advantage of the area's fertile soil, and growing overland transportation network. Soon the stage stop community began to export its crops. Wheeling became particularly well known for its landscaping nurseries.

Later, in step with the growth of Metro Chicago, Wheeling emerged as a center for industry and commerce in the 1960's. Manufacturing plants that clustered in Wheeling brought rail transportation for the shipping of freight. These manufacturers were followed by the development of residential neighborhoods. Commercial development followed the population growth. More on the history of Wheeling can be found at the [Wheeling Historical Society's website](#).

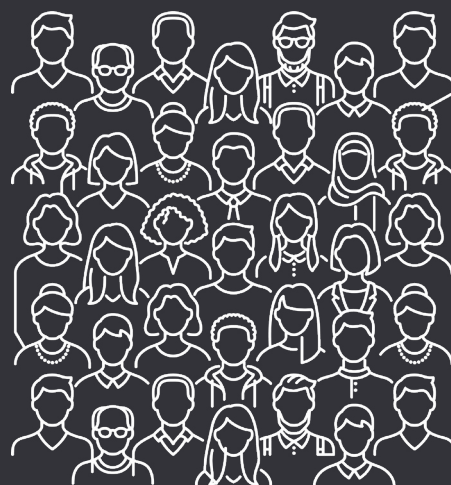
Today, Wheeling residents and business owners enjoy the vibrant neighborhoods, public amenities, and community spirit fostered by this rich heritage. The community is undergoing significant redevelopment and revitalization.





## ***A snapshot of Wheeling's demographics and amenities:***

- Population: 39,137
- Average age of 37 years old.
- White 66%, African American 2%, Hispanic Origin 33%, Asian 13%
- Median household income, \$59,941
- Median value of a Wheeling home, \$230,676
- Exceptional School Districts serve the community  
[Community Consolidated School District 21](#) and [Prospect Heights School District 23](#) serve the Village of Wheeling for primary and middle school education. Wheeling's secondary education students attend [Township High School District 214's](#) Wheeling and Buffalo Grove High Schools. Both schools offer a full range of courses with emphasis on college preparatory curriculum and career studies.
- An abundant supply of inexpensive water and sewage treatment capacity.
- Easy access to Interstates 90, 94, 294, 290; U.S. Hwy 45, and IL Routes 53 and 21.
- Metra commuter rail service on the North Central line is available at the Wheeling depot.



- Wheeling residents are served by two park districts: The [Wheeling Park District](#) hosts eight parks throughout the community with ample facilities including baseball, softball and soccer fields, tennis courts, a gymnasium and winter ice skating rink. In cooperation with the Northwest Special Recreation Association, the Park District offers year-end leisure opportunities for persons of all ages. Some Wheeling neighborhoods are also served by the [Prospect Heights Park District](#) with a host of park and recreational amenities.
- The [Cook County Forest Preserve](#) follows the Des Plaines River through Cook County's north suburbs. Accessible natural outdoor amenities entice visitors to take part in horseback riding, hiking, biking, fishing and nature watching throughout the Forest Preserve and along the scenic Des Plaines River.
- Full library services offered by two Public Library Districts serve Wheeling residents. They include [Indian Trails Public Library District](#) and the [Prospect Heights Library District](#).
- A comprehensive full health care and in-patient hospital, [Northwest Community Hospital](#), is located in nearby Arlington Heights.
- Distinguished institutions of higher learning are found throughout the greater Chicago area including the University of Illinois at Chicago, University of Chicago, Loyola University, Northwestern University, and DePaul University, among others. Local college campuses in Wheeling or immediately surrounding communities include [National Louis University](#), [William Rainey Harper Community College](#) and the [Robert Morris University - Arlington Heights Campus](#).







## THE ORGANIZATION

The Village of Wheeling operates under a Village Board/Village Manager form of government. The Village has a [Village President and six Trustees](#). Many of the elected officials have been on the Village Board for a number of terms.

The Wheeling Board of Trustees is the legislative branch of Village Government which creates all Village policies administered by the Village Manager. The Board of Trustees, along with the Village President, serve as the corporate authorities. Three Trustees are elected by the citizens of Wheeling every two years for four year terms.

As corporate authorities, the Board of Trustees possesses and exercises all legislative powers of the Village, determining the policies of the Village government through the adoption or approval of ordinances, resolutions and motions, approval of agreements, appropriations and fiscal budgets. The corporate authorities appoint, direct and, if necessary, remove the Village Manager.

The corporate authorities control the administrative function of the Village through the Village Manager and require effective administrative action at all times. Appointments to advisory boards and commissions are made by the Village President with the advice and consent of the Board of Trustees.

Additionally the Board of Trustees exercises responsible leadership by critically examining and regularly reviewing Village policies, programs, and operations; assuming the role of community opinion leaders; and generating public support for Village programs and services.

The [Village Manager](#) is the chief administrative officer of the Village and is responsible for the management and operation of all the affairs and departments of the Village. The Manager is appointed by the Village President and the Board of Trustees. As the administrative officer, the Manager's responsibilities include the management and control of all matters pertaining to the operation and maintenance of the properties of the Village and of all the Village's departments. The current Village Manager has been an employee of the Village for 30 years, the last 13 years as Manager.

The Village has a workforce of about 225 full-time employees, plus additional part-time and seasonal employees organized into several departments. Wheeling is a full-service community. Services include Police, Fire/EMS, Public Works and Engineering, Community Development, Information Technology, Finance, Human Services, Clerk and Administration (HR, legal, and economic development). The FY 2024 annual budget, all funds included, totals more than \$106 million.



## ***THE FINANCE DEPARTMENT***



The Finance Department is responsible for all accounting-related functions of the Village, including accounts payable, accounts receivable, payroll, and financial reporting. In addition to these activities, the department is responsible for utility billing, risk management, health insurance administration, purchasing, and investing, and oversees and coordinates the Village's annual budget process.

The Village maintains a AA bond rating from Standard and Poor's, and has earned the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for several years. Additional information about the department and its responsibilities can be found [using this link](#).

The eight full-time employees of the department include: the Director of Finance, the Deputy Finance Director, an Accounting Manager, a Payroll Coordinator, a Financial Services Coordinator, an AP/Customer Service Coordinator, an Accounts Receivable/Accounts Payable Clerk, a Utility Billing Clerk/Revenue Collections Coordinator, and a Clerk. The current Director is retiring in June 2024 after 22 years of service to the Village, and the current Deputy Director will be promoted to the Director's position.

The Deputy assists the Finance Director in the operation and supervision of the department. The Deputy Director is responsible for all duties related to fund accounting, accounts payable and receivable, financial reporting, and other general accounting work, and acts as the Finance Director in the Director's absence.





## ***CHALLENGES AND OPPORTUNITIES FOR THE DEPUTY DIRECTOR***

The next Deputy Finance Director can expect to work closely with the Director and the Village's senior staff team on the following.

- The department's staff includes some employees that are new to their positions, and without much local government financial experience. Others have considerable experience with the Village. The department handles all financial and accounting functions for the Village's other departments. The new Deputy Director will work closely and supervise the department's staff, providing room for the Director to focus on broad-picture financial work, strategies, and policies. The Deputy Director will help mentor a talented and eager staff and will be responsible for overseeing the day-to-day accounting team.
- The Deputy Finance Director will be the primary contact and liaison with outside auditors.
- Recently the Village installed a new cloud-based ERP system (BS&A Software), and the finance department continues to work with the Village's IT team and other departments to assure full utilization of the system's capabilities. The Deputy Finance Director can expect to be a resource to coach and guide those less comfortable with the system to help ensure more thorough usage.
- The next Deputy Finance Director will take a part in the development of the Village's Annual Comprehensive Financial Report. The Deputy can expect to have a significant role in developing the report and may also be tasked with developing the companion document that other municipalities have adopted, the Popular Annual Financial Report. In a similar vein, the Deputy Director can also expect to help the Director in preparing the Village's budget documents and recommend any improvements in the presentation of materials. The Village is the recipient of last year's GFOA Certificate of Achievement and the GFOA Distinguished Budget Award.
- The next Deputy Director can expect, especially in the first year of employment, to understand the complexity of the Village's fund accounting system, and to add to the trust and confidence the Finance Director and the Village Manager have built with the Village Board and the community.

## THE IDEAL CANDIDATE

### Must Haves –

- A Bachelor's degree in accounting or related field; a Master's degree and / or CPA is ideal.
- Three – five years of experience in a government setting or demonstrable skills in governmental fund accounting.
- Supervisory experience.
- Possess strong and proven accounting skills.
- Knowledge of generally accepted accounting principles; GASB fluency, a commitment to keeping abreast of changes and emerging issues with respect to municipal finance.
- Be a creative and approachable problem-solver who assists other municipal departments with budget issues, questions, and challenges.
- Have experience in the preparation and administration of a municipal budget; be able to work cooperatively and respectfully with all Village departments in the development and administration of their budgets.
- Have knowledge of financial application software as it affects the finance Department and related Village Departments; be personally familiar with the use of spreadsheets, formatting reports and financial management/ERP systems.
- Provide comprehensive and understandable financial information to the Village Manager, Finance Director, and other stakeholders ensuring that the very best, complete, and accurate information is made available to all on a timely basis.







## ***Management Style and Personal Traits***

- Have complete personal and professional integrity, inspiring the confidence of elected and appointed officials.
- 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 a team-management orientation and the ability to work with the management team, elected officials 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 AND BENEFITS

The full salary range is \$110,000 - \$155,000. A competitive starting salary will be offered DOQ. A complete benefit package including membership in the Illinois Municipal Retirement Fund is also offered.

## HOW TO APPLY

Candidates should apply no later than February 23, 2024 as the review of resumes and offers to interview will be on-going. The position is open until filled. Submit a resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://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 Village is an Equal Opportunity Employer.

