



DES PLAINES, ILLINOIS ASSISTANT FINANCE DIRECTOR



DES PLAINES, ILLINOIS ASSISTANT FINANCE DIRECTOR



THE POSITION IN BRIEF

The City of Des Plaines is seeking a technically skilled and collaborative Assistant Finance Director to join its Finance Department. This is an exciting opportunity to make a meaningful impact in a vibrant community known for its growing business district, exceptional services, and community spirit.

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

The **Assistant Finance Director** plays a vital role in the City's financial leadership team, contributing to a fiscally stable and well-managed organization. As part of an **18-member Finance Department**, this position oversees complex financial operations, including **fiscal planning, accounting, budget management, and cost analysis**. Working closely with the **City Manager and Finance Director**, the Assistant Finance Director helps develop and manage the City's **general, special, and enterprise fund budgets**, ensuring financial integrity and long-term sustainability.

THE COMMUNITY

Des Plaines is a diverse and strategically located community just 17 miles northwest of Chicago. Adjacent to the beautiful Cook County Forest Preserves, the city spans approximately 15 square miles. With its proximity to O'Hare International Airport and the Des Plaines River, Des Plaines serves as a hub for employers, recreation, entertainment, and urban-suburban living.

The community consists of long-term residents and young families, reflecting Des Plaines' appeal to people of all ages. Des Plaines has undergone a renaissance in its historic downtown, with new multifamily housing supporting the businesses and restaurants in the Central Business District. Due to its convenient location, robust new commercial and industrial development continues to support the economic profile.

Des Plaines also offers a full menu of indoor and outdoor activities for a variety of interests. Recreational opportunities include bicycling on the trail system, cruising around Lake Opeka, or taking advantage of the golf course, volleyball courts, picnic shelters, and pavilions along the shore. There are numerous restaurant options for almost any cuisine.

The city has a diverse employment base, with major employers including Rivers Casino, Oakton College, Holy Family Medical Center, Universal Oil Products, Sysco Food Service, Abbott Molecular, and Swissport USA. The City offers a full array of municipal services.

THE ORGANIZATION

The City of Des Plaines was incorporated in 1869 and operates under the statutory Council-Manager form of government. The City Manager serves as the City's Chief Administrative Officer and is responsible to the Mayor and City Council for the efficient management and operation of all the affairs of the City and its departments. The City Council is comprised of the Mayor, eight Aldermen, and one Clerk. The City is divided into eight wards, with the residents of each ward electing an Alderman to represent the ward. The Council is the legislative body of the City, setting policy direction and enacting legislation affecting the City. The City is a full-service City, and its operations are concentrated within six major operating departments: the City Manager's Office, Community & Economic Development, Finance, Fire, Police, and Public Works & Engineering. On an annual basis, the City Manager's Office prepares and submits a budget for consideration by the City Council. The annual budget establishes the spending parameters for City government operations.

The Des Plaines City Council adheres to these shared values concerning behavior and the quality of their interactions: prioritize the interests and success of the City as a whole; show respect for others and their viewpoints; listen and remain open-minded; and cultivate a collaborative environment to reach our common goals.



OUR VISION: Des Plaines is a diverse, safe, and vibrant community with a thriving economy.

OUR MISSION: Enhance our community's quality of life and economic vibrancy through effective, efficient, and reliable services.





THE FINANCE DEPARTMENT

The City of Des Plaines Finance Department is vital to the municipality's fiscal management and financial sustainability. It oversees a comprehensive range of financial operations, including revenue collection, cash management, utility billing, accounts payable and receivable, payroll, real estate transfer tax processing, and procurement. Additionally, the department manages customer service functions, ensuring efficient, transparent, and accountable transactions. In addition to operational responsibilities, the Finance Department ensures compliance with regulatory requirements and best practices in public finance. This includes managing the annual budget process, overseeing financial audits, administering debt issuance when needed, and preparing essential financial reports and ordinances—such as appropriation and tax levy ordinances—as part of broader financial governance. The department also safeguards the City's financial and capital assets, promoting responsible fiscal stewardship and long-term sustainability.

Des Plaines is committed to maintaining long-term financial stability through the highest principles of governmental budgeting. This is achieved through sound financial planning and a focus on optimizing resources and maximizing efficiencies. Over the past several years, residents have received minimal tax increases, and our annual budgets continue to keep City services affordable to taxpayers.

Additionally, the City is committed to transparency and making materials informative and understandable to the public. Each year, the City's budget team continues to improve the budget document to effectively communicate budget information. The document is intended to help taxpayers understand how their City government is funded, how their tax dollars are supporting vital services, as well as communicate the City's Strategic Goals and spending priorities.

OPPORTUNITIES AND CHALLENGES

THE ASSISTANT FINANCE DIRECTOR WILL:

- Assist in leading a diverse team, including both newcomers and experienced professionals, fostering growth and professional development across the department.
- Work closely with the Finance Director to assist and collaborate on key strategic initiatives, while also supervising day-to-day operations to enhance efficiency within the department.
- Serve as the primary liaison with external auditors.
- Gaining a deep understanding of the City's fund accounting system will provide the Assistant Finance Director with valuable expertise in municipal finance and opportunities to improve and streamline processes.
- Uphold and strengthen the trust and confidence between the Finance Department, City Manager, City officials, and the community by ensuring transparency and financial accountability.
- Review and recommend software updates which would allow the Assistant Finance Director to influence technological improvements and efficiencies within the Finance Department. Explore opportunities to implement electronic payment options and facilitate paperless billing or invoice submission for various City services. This will enhance convenience for residents, streamline revenue collection processes, and contribute to reducing paper waste.

THE IDEAL CANDIDATE

MANAGEMENT STYLE AND PERSONAL TRAITS

- Demonstrates integrity and inspires confidence among stakeholders.
- Communicates effectively with diverse audiences.
- Approachable, accessible, and flexible in problem-solving.
- Balances assertiveness with diplomacy in decision-making.
- Promotes teamwork and fosters a collaborative work environment.
- Maintains composure under stress and provides thoughtful guidance.
- Exhibits strong listening skills and a collegial approach to challenges.



KEY RESPONSIBILITIES

- Assist in leading and supervising the finance team, ensuring the accuracy of financial operations, including, but not limited to, overseeing City funds, payroll, audit support, and project management; manage staff workloads, evaluating ongoing and annual performance, and provide coaching, counseling, and discipline, as necessary.
- Collaborate with the Finance Director to develop short and long-term departmental work plans, proactively managing resources, including personnel, to achieve fiscal objectives and strategic goals.
- Continuously refine and implement internal control procedures to ensure compliance with federal, state, and local regulations and accounting standards and public sector best practices.
- Directly oversee the preparation of the Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), and other essential City reports, ensuring their accuracy and timely distribution.
- Support City management in budget preparation and financial reporting, providing expert analysis for union negotiations, fiscal planning, and strategic financial decision-making.
- Assist with investments and grant management, ensuring adherence to compliance standards and promoting transparency in financial practices.



CANDIDATE REQUIREMENTS

- Bachelor's degree in accounting, finance, business administration, or a related field from an accredited institution.
- Five to seven years of progressively responsible experience in the accounting or finance sector, focusing on accounting proficiency or a comparable equivalent combination of education and experience.
- A Master's degree in a related field is preferred.
- Proven success in supervisory roles, accounting, audit, budget preparation, managing organizational change, and fostering a positive work environment.
- A strong understanding of governmental accounting standards, budgetary systems, and financial reporting (GAAP, GASB) is highly preferred.
- Demonstrated experience in staff supervision, managing organizational change, and fostering a positive work environment.
- Excellent verbal and written communication skills, with the ability to effectively engage and collaborate with diverse stakeholders.

SALARY AND BENEFITS

- Starting salary range: \$118,331 – \$162,143, depending on qualifications.
- Comprehensive benefits package, including:
 - 15 vacation days, 3 personal days, 12 sick days, and 11 paid holidays.
 - Medical, dental, and optical insurance with low deductibles and premiums viewable [here](#).
 - Employer-paid life insurance, IMRF contributions, and various retirement planning options.
 - Tuition Reimbursement Program for continued professional development.

HOW TO APPLY

Submit your application online at www.GovHRjobs.com with a resume, cover letter, and contact information for five (5) professional references by Thursday, March 13, 2025. Confidential inquiries may be directed to: Joe DeLuca, Senior Consultant, Email: jdeluce@mgt.us, Phone: 217.714.2333

The City of Des Plaines is an Equal Opportunity Employer and strongly encourages applications from diverse candidates.

