



ASSISTANT FINANCE DIRECTOR TINLEY PARK, ILLINOIS

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ASSISTANT FINANCE DIRECTOR VILLAGE OF TINLEY PARK, ILLINOIS



Tinley Park, IL (pop. 56,000). The Village of Tinley Park is a progressive community seeking a dynamic Assistant Finance Director to join its award-winning Finance Department. This is an exciting opportunity to make a meaningful impact in a vibrant community known for its thriving business districts, exceptional services, and strong community spirit.

As the 25th largest city in Illinois and the 19th largest city in Metropolitan Chicago boasting a residential population of 56,000 residents and nearly 1,000 businesses, this exceptional community possesses everything from a fun and lively Downtown district to flourishing residential neighborhoods to thriving corporate, commercial and entertainment centers, all tied together under Tinley Park's Life Amplified brand.

The Village received a 'AA+' bond rating (S&P), reflecting a steadfast commitment to fiscal responsibility and economic stability. Tinley Park is a full-service community with a \$72 million general fund budget and 265 full-time and 256 part-time employees. The total annual budget is \$210 million, including the Tinley Park Public Library. The total capital project budget is \$63.5M. The property tax levy is \$30.5M (includes Tinley Park Public Library & Police Pension).

Located 30 miles southwest of Chicago along the Interstate 80 corridor, Tinley Park offers a unique blend of suburban charm and metropolitan convenience. From a lively downtown district to flourishing neighborhoods and corporate centers, Tinley Park is a community on the move, with a strong focus on innovation, safety, and quality of life.

There are a wide range of entertainment opportunities in Tinley Park including an amphitheater, a state-of-the-art Convention Center, a five-acre water park and numerous other regional family attractions.

Additional information about the Village can be found on the Village's website: <https://www.tinleypark.org/>

COMMUNITY HISTORY AND QUALITY OF LIFE

VILLAGE OF TINLEY PARK AT-A-GLANCE

Population: **56,000**

Land Area: **16** square miles

County: Primarily Cook County, with a small portion in Will County

Median Household Income:

\$103,819

Median Home Value: **\$289,000**

Tinley Park is not only a great place to work, but also an exceptional place to live. It is a fast-growing suburban community dedicated to business diversity and growth, with easy access to the labor force, transportation, education, market, lifestyle and cultural advantages of the entire Chicago metropolitan area. The community is also home to a variety of schools, including elementary, middle, and high schools, many of which have received commendable ratings.

The Village is located near two major highways, Interstate 57 (north-south) and Interstate 80 (east-west). Tinley Park is served by two Metra commuter rail stations on the Rock Island District line, providing convenient access to Chicago and Joliet. The Metra reaches downtown Chicago in approximately 50 minutes from both stations. Each station is strategically located to facilitate daily commutes.

The community has evolved over time from a rural, primarily agrarian-based commerce center to a progressive and dynamic suburb of Chicago. Although primarily a residential community, it also has a diverse economic base with a variety of retail stores and shops, offices, light industry and manufacturing.

With a thriving arts and entertainment scene, including the Credit Union 1 Amphitheatre, residents and visitors can enjoy concerts, festivals, and community events throughout the year. This is one of the largest music venues in the Chicago area, with a total capacity of approximately 28,000 spectators. This includes 11,000 reserved seats under the pavilion and space for 17,000 attendees on the expansive lawn area.

The downtown district features a mix of charming boutiques, diverse dining options, and year-round events that bring the community together. Despite its reputation as a prime place for fantastic food, live music and great deals, Downtown Tinley still has room to grow even bigger and better. The Village has initiated several endeavors such as the Downtown Tinley Playbook, Harmony Square and the New Bremen TIF District that it hopes will help Downtown Tinley thrive and give businesses the tools they'll need to succeed in the coming years.

With its proximity to Chicago, residents can easily access world-class museums, restaurants, and professional sports teams while enjoying the affordability and tranquility of suburban life. Tinley Park is consistently ranked among the best places to live in Illinois, making it an attractive location for professionals seeking a balanced work-life environment.





VILLAGE GOVERNMENT

The Village Government operates under the Mayor-Trustee form of government, whereby a Village President (Mayor), Village Clerk, and six trustees are elected from the village at large on overlapping four-year terms. Following a binding referendum, the Village President, Clerk, and Trustees elected on or after April 7, 2015 are limited to serve no more than three consecutive full four-year terms in the same office. The Mayor, with the consent and approval of the Village Board, appoints Department Heads to direct the day-to-day activities of the respective operating departments. Department Heads report to the Village Manager, who in turn reports to the Village Board. The Village Manager is responsible for the implementation of Village Board Policy. The Mayor and Trustees also appoint members to various commissions that are advisory to the Village Board and assist in the operation of government.

The Village became Home Rule in 1980 when its population exceeded 25,000. Therefore, the Village may exercise expanded powers in its governmental affairs. This allows the Village flexibility in administration and governance.

VISION, MISSION & VALUES

Tinley Park is a destination community in the region, embracing all walks of life through music and entertainment, vast resources and first-class services. We are committed to providing a safe, high-quality experience for residents, the business community and visitors. With a focus on ethical, cooperative and cost-effective work and service, we put the collective needs of the community first through our core values.

The Village of Tinley Park's progress and growth depends on employees who take responsibility for the community and its success. We are an active and progressive municipal government continually working to make Tinley Park a more enjoyable and attractive place to live. Our employees are committed to providing excellent public service to the residents of Tinley Park and continuing the Village's tradition as a progressive community that takes pride in its accomplishments depends on your contribution as an employee. Our combined efforts result in a well-run, efficient Village government.



OUR VALUES INCLUDE:

- Accountability
- Efficiency
- Inclusion
- Integrity
- Innovation
- Leadership
- Safe & Supportive Environment
- Teamwork

THE POSITION IN BRIEF

As a key leader within the Finance Department, the Assistant Finance Director reports to the Assistant Village Manager/Interim Finance Director and manages a team of 11 professionals. This position plays an integral role in the oversight of financial operations and customer service functions. As part of a collaborative finance team structure, the Assistant Finance Director will focus on financial management operations, including fiscal planning, oversight of cashiering, utility billing, accounts payable/receivable, payroll, purchasing, financial systems, and customer service. The majority of the Finance Department consists of a talented team that has recently joined Tinley Park's workforce.

This position will also serve as an integral member of the Village's budget team.

KEY RESPONSIBILITIES

- Lead day-to-day financial operations, ensuring adherence to Village policies and objectives.
- Supervise multiple financial professionals and the customer service division, fostering a high-performance culture.
- Contribute to strategic planning, department goal setting, and policy development.
- Assist in the preparation of the Village's annual budget, Comprehensive Annual Financial Report (CAFR), and financial reports for the Government Finance Officers Association (GFOA) awards.
- Lead efforts in the annual audit process, ensuring timely and accurate reporting.

THE FINANCE DEPARTMENT

The Finance Department is the backbone of the Village's operations and is responsible for sound fiscal management and integrity of the accounting system utilized in the administration, development and monitoring of the Village's operating and capital budgets.

The department makes recommendations to the Mayor, Village Board and Village Manager on financial and budgetary policies and also assists the public and citizen groups with information requests.

The Finance Department is responsible for the preparation, filing and associated budget award program submissions and for maintaining and reviewing all fiscal policies, including recommending amendments and changes driven by board/staff strategies or statutory or regulatory changes in the field. The department maintains the general ledger, cash receipting, accounts payable, payroll and accounts receivable functions and develops the Annual Treasurer's Report. The department also assists in economic development strategies and incentive planning, and other projects across the organization, and is responsible for the Annual TIF Reports and accompanying Joint Review Board Meetings.

The department is a resource to the Village Board, Village Management Team, and departments to assist in accomplishing the goals of the strategic plan, capital improvement plan, and other initiatives and projects as assigned. The department has regular communications with the Village Board and Departments by way of monthly financial reports and is currently developing other means to provide useful and timely financial information to the Village's decision makers.



BUDGET OVERVIEW & APPROACH TO FINANCIAL POLICIES

Over the past five years, the Village has enjoyed a period of population stability and modest growth in its property tax base as reflected through the Equalized Assessed Value (EAV). The village allocates financial resources towards: 1) managing and operating a safe and secure municipal entity; 2) fulfilling regulatory, legal, and contractual obligations; and 3) accomplishing strategic plan goals.

The Village has a long-standing conservative approach to budgeting. The Village has a May 1 Fiscal Year. The major challenge the Village faces each budget cycle is meeting the aforementioned objectives in an environment of constrained revenues and growing expenditures. Sales and other taxes are variable and constitute approximately 33% of total revenues. Total revenues have remained relatively stable over the past five years. Reflective of the Village's conservative budgetary approach, actual (and estimated) revenues have consistently exceeded the budgeted amounts. In fiscal year 2025, budgeted revenues are projected to slightly increase from the prior year budget from \$133,188,670 to \$142,513,072.

The budget continues to primarily focus on providing core services to the residents and businesses that call Tinley Park Home. The FY25 budget includes an aggressive capital replacement and project plan to address needs deferred and postponed due to economic uncertainty in prior years as a result of the COVID-19 pandemic. Specifically, the budget contains a large proportion of expenditures for capital projects and equipment (35%), especially when compared to recent fiscal years. Typical of service-based organizations, the Village has a large portion of its operational expenses attributable to personnel services (30%) including salaries, wages, payroll taxes, and fringe benefits.

In October 2011, the Village Board adopted a comprehensive Fiscal Policies Manual. This document set forth the framework for the overall fiscal management of the Village government. These policies help the decision-making process of the Village Board and administration. They also provide guidance for evaluating both current and future activities and programs. The Village Board has also adopted a practice of performing multi-year projections of both revenues and expenses as part of its annual budgetary process and periodic reviews.

To view the Annual Budget for Fiscal Year 2025, [click here](#).



THE IDEAL CANDIDATE

Qualifications & Expected Experience

- Bachelor's degree in Accounting, Public Administration, or a related field.
- In-depth knowledge of municipal accounting, treasury management, GAAP accounting, budget administration, and financial reporting.
- Strong leadership, communication, and public presentation skills.
- Proven ability to manage internal financial operations and customer-facing services.
- A passion for leveraging technology to drive efficiency and innovation in financial operations.

The ideal candidate will be a flexible and adaptable professional who thrives in a dynamic and fast-paced environment. The Village is implementing a new financial software system and will soon transition to BS&A Cloud for the new ERP and Community Development software. The ability to continue to navigate this change effectively, troubleshoot challenges, and optimize system functionality will be essential. With new technology brings an opportunity to make improvements across the board that will better serve employees and the community.

Additionally, the candidate should be comfortable working in a diverse environment, demonstrating strong collaboration and communication skills. A strategic thinker with the ability to see the bigger picture, they should be proactive in taking on responsibilities and contributing to the overall success of the Finance Department.



COMPENSATION & BENEFITS

The salary range for this position is \$113,906 – \$153,773 annually, depending on qualifications and experience. The Village of Tinley Park offers a generous benefits package, including health, dental, and vision benefits, employer-paid life insurance and other ancillary benefit options. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) deferred compensation plan. The Village of Tinley Park also provides for paid vacation, personal days, and paid Village holidays.

RESIDENCY REQUIREMENT:

All full-time employees in this position are required to reside within 30 miles from any border of Tinley Park within 12 months of employment date. Residency in Indiana is not permitted. No relocation expenses will be provided or reimbursed.

HOW TO APPLY:

Apply online at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references by February 7, 2025 for best consideration. Open until filled. Confidential inquiries may be directed to MGT Consultants Maureen Barry or Ashley Eccles, at Tel: 847-380-3240.

The Village of Tinley Park is an Equal Opportunity Employer

