



# **LINCOLNWOOD, ILLINOIS**

## **FINANCE DIRECTOR**

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**MGT**



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## FINANCE DIRECTOR



Starting salary: \$140,153 - \$196,214 +/- DOQ

Are you ready to take on a critical leadership role in a dynamic and evolving community? The Village of Lincolnwood, a vibrant suburb just north of Chicago, is seeking a driven and dynamic financial leader to step in and make an immediate, transformational impact. With a work culture that embraces innovation, this is a tremendous opportunity for a hands-on problem solver who is ready to tackle challenges head-on, add value through structure to financial operations, and lead the way in modernizing processes. If you thrive on making meaningful change, implementing lasting improvements, and being the go-to expert that an organization relies on, this is your chance to shape the Village's financial future for years to come.

MGT (formerly GovHR USA) is pleased to announce the recruitment and selection process for Finance Director for the Village of Lincolnwood, Illinois. This brochure provides background information on the Village of Lincolnwood as well as the requirements for the position. Additional information about Lincolnwood can be found on the Village's website: <https://www.lincolnwoodil.org/>

Candidates interested in applying for the position should apply online with their résumé and cover letter, along with contact information for five (5) work-related references at [www.GovHRUSA.com](http://www.GovHRUSA.com) by April 7, 2025 for best consideration. The position is open until filled. Questions regarding this opportunity should be directed to the Executive Recruiters working with the Village of Lincolnwood:

MGT (formerly GovHR USA)

Maureen Barry, Senior Consultant

Phone: 847-380-3240, x116

Ashley Eccles, Senior Consultant

Phone: 847-380-3240, x134



## THE COMMUNITY

Lincolnwood is a vibrant, diverse, and growing community that serves as the gateway to the North Shore in Cook County, Illinois. With a unique blend of residential, commercial, and light industrial areas, the Village offers an ideal balance of suburban charm and urban convenience. Home to approximately 13,500 residents, Lincolnwood prides itself on its ethnic, racial, and socioeconomic diversity, fostering a welcoming and inclusive environment for families, businesses, and visitors alike.

Strategically located just 10 miles north of downtown Chicago, Lincolnwood enjoys exceptional access to regional amenities. The Village continues to evolve, with new commercial and residential developments shaping its future. The recently completed District 1860 mixed-use development has transformed the community with luxury apartments, dining, retail, and entertainment options. The Village is also home to popular dining destinations, including Stefani Prime, L. Woods, and Libanais, as well as the Lincolnwood Town Center regional mall and seven automotive dealerships. Several key developments are currently underway, including a dual-branded Marriott hotel and an Amazon Fresh grocery store, further strengthening Lincolnwood's reputation as a thriving economic hub.

As Lincolnwood continues to redevelop key commercial and multi-family areas, neighborhood shopping remains a cornerstone of the Village's economy. Retail corridors along Lincoln Avenue, Devon Avenue, and Touhy Avenue feature an array of shops, restaurants, and services that cater to both residents and visitors. The Village is known for its diverse and highly regarded culinary scene, attracting diners from across the region.



## LINCOLNWOOD AT-A-GLANCE\*

Incorporated: 1911

Population: 13,463

Land Area: 2.7 square miles

County: Cook

Median Home Value: \$475,400

Median Household Income (in 2023 dollars):  
\$107,950

Households: 4,593

Lincolnwood Racial Makeup: White: 63.7.1%,  
Asian: 26.4%, Hispanic: 7.5%, Black: 2.9%

\* Source: US Census Bureau Quick Facts

Residents enjoy a high quality of life with access to outstanding parks, recreation, and cultural amenities. The Lincolnwood Parks and Recreation Department offers a variety of programs, events, and recreational opportunities for all ages. Outdoor enthusiasts can take advantage of Cook County Forest Preserves, located just minutes away, featuring tobogganing, golfing, biking trails, and picnic areas. Lincolnwood is also home to the exclusive Bryn Mawr Country Club, an 18-hole championship golf course that provides a premier private club experience.

Education is a priority in Lincolnwood, with Lincolnwood School District #74 offering a one-campus setting with innovative instruction, dedicated faculty, and a full-day kindergarten program. High school students attend the highly acclaimed Niles West High School, part of District #219, which is known for its strong academic programs, extracurricular opportunities, and college preparatory curriculum. Additionally, Lincolnwood provides easy access to higher education institutions, with Oakton Community College and several nationally recognized universities within a 10-mile radius.

With its strong sense of community, thriving economy, and commitment to redevelopment, Lincolnwood remains a premier destination for residents, businesses, and visitors alike.



## VILLAGE GOVERNMENT IN LINCOLNWOOD

Lincolnwood is a professionally managed home rule community operating under the Council/Manager form of government. The Village is served by a Board of Trustees with a President and Village Clerk. The President, Clerk, and six-member Board of Trustees are elected at large for four-year terms. The Board of Trustees meets semi-monthly on the first and third Tuesday of the month. Their meetings can be watched live on AT&T U-Verse Channel 99, RCN Channel 49 and Comcast Cable Channel 6. Meetings also stream live and on-demand at [lincolnwoodil.org/mediacenter](http://lincolnwoodil.org/mediacenter). The consolidated local election will be held in April 2025. The incumbent Village President is running uncontested.

The Village Manager professionally oversees day-to-day municipal operations and was appointed in 2019. The Finance Director is appointed by and reports to the Village Manager and is a key member of the executive leadership team. Village departments include Community Development, Finance, Fire, Parks and Recreation, Police, Public Works and the Village Manager's Office.

Department Heads are very supportive of one another; the key to their success is the shared sense of collaboration and supporting the community-focused atmosphere in the Village, in addition to teamwork. Lincolnwood prides itself on an open and stable government that works hard to provide municipal operations at a low cost with a strong emphasis on customer service.







## POSITION IN BRIEF

The position is ideal for a forward-thinking leader with experience in municipal finance grounded in an understanding of accounting and an ability to develop high-level financial goals for the organization. The next Finance Director must have effective leadership, management and strategic planning skills and the initiative to introduce change when appropriate.

As a key member of Village leadership, the Finance Director leads a talented team of five full-time professionals, including an Assistant Director, Accountant and two Account Clerks. A part-time Clerk supports the front counter operations. The Village's philosophy is to provide exemplary customer service with the Finance Department being a key component of that service delivery. The Finance Department has a \$1.1 million operating budget.

In 2024, the Village transitioned to a calendar year budget which totals \$68 million including a nearly \$34 million general fund budget. Lincolnwood is a full-service municipality with 101 FTEs, a contracted Fire Department, and 250+ seasonal staff.

The Finance Department is responsible for the administration of all fiscal operations of the Village. This includes: accounting and financial reporting of Village resources, treasury management, budget development, cash receipts, accounts payable, accounts receivable, utility billing, payroll, risk management, purchasing and collections. In addition, the Department provides resources necessary for the management of the Village's investment portfolio, debt management, grant management and provides administrative support to the Police Pension Fund.

The Village takes a conservative approach to fiscal management, with healthy fund balance reserves and a low overall debt burden, consistent with its most recent 'Aa2' rating from Moody's Investors Service. The Village has been a recipient of the GFOA Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting Award.



Primary position responsibilities include, but are not limited to:

- Manage all fiscal operations of the Village including accounting and financial reporting, investments and debt, budget and audit preparation, tax levies, payroll and benefits administration, pension funds, grant management, purchasing, vehicle and business licensing and utility billing.
- Coordinate the annual operating budget preparation. Ensure the budget is balanced and conforms to the Village's Financial Policies. Prepare revenue and expenditure projections to be used in long-term financial forecasts. Participate in annual budget meetings with all operating departments. Ensure that the annual budget conforms to GFOA Distinguished Budget Presentation Award requirements. Oversee preparation of various annual reports, including the annual Budget in Brief, Comprehensive Annual Financial Report, and Popular Annual Financial Report.
- Support annual development of the Village's five-year capital improvement program, including five-year forecasts for capital funds. Analyze funding requirements and opportunities to ensure the Village's infrastructure is maintained at appropriate levels.
- Financially monitor the Village's two Tax Increment Finance (TIF) Districts and corresponding capital programs. The position is actively involved in the oversight and issuance of TIF Notes and General Obligation Bonds to further the Village's economic development plans and capital improvements.
- With the Lincolnwood Town Center on the verge of redevelopment, the Finance Director will play a critical role in analyzing the financial feasibility of a variety of uses for the 30+ acres. This includes evaluating revenue projections, funding mechanisms, economic impact and long-term fiscal sustainability to ensure redevelopment efforts align with the Village's financial goals and economic vision.
- Oversee all operations of the Finance Department. Ensure appropriate staffing levels are maintained, and personnel are in each position with the skills, knowledge, experience and attitude to meet performance expectations.
- Ensure all functions of the Finance Department deliver high-quality, timely and accurate services to all customers – both internal and external.
- The Finance Director plays a vital role in grant administration, overseeing the administrative management and compliance of grant funding opportunities that support the Village's financial and operational goals. This includes researching available grants, coordinating applications with various departments, ensuring proper use of funds, and maintaining compliance with all reporting and auditing requirements.
- Attend Village Board meetings, frequently making presentations on various financial topics.



## CHALLENGES AND OPPORTUNITIES

In addition to the responsibilities described above, the next Finance Director can expect to work closely with the Village Manager, Board of Trustees, and staff on the following issues:

- **Leadership** – The new Director should provide leadership to a cohesive, team-oriented group of employees in the Finance Department. The Director should set an example in demonstrating how to fulfill and streamline day-to-day operations while meeting strong customer service expectations.
- **Policy Development** – Develop Village-wide fiscal policies and procedures to enhance financial operations, ensure compliance, and improve overall efficiency. This includes analyzing current financial processes, identifying areas for improvement, and instituting best practices in budgeting, accounting, procurement, and financial reporting. By establishing clear, consistent, and transparent financial policies, the Finance Director strengthens internal controls, promotes accountability, and supports the Village's long-term fiscal stability.
- **Community Development** – Manage finances for two active Tax Increment Finance (TIF) Districts and assist the Village's development team in reviewing or preparing revenue projections from proposed new projects. Analyze feasibility of new development opportunities and economic incentive agreements.
- **Water Rate Study** – Lead the Water Rate Study, analyzing the Village's water and sewer revenues, expenditures, and infrastructure needs to ensure a financially sustainable and equitable rate structure. This process includes evaluating usage trends, projecting future costs, assessing capital improvement funding needs, and benchmarking against comparable communities.
- **Aquatic Center Renovation and Potential Recreation Center Financing** – The Village is focused on investing in its infrastructure, including facilities improvements and is in the initial planning stages of an Aquatic Center renovation and a potential Recreation Center. The Finance Director will play a key role in navigating the final components of the financial modeling and coordinating the completion of the project financing.
- **Technology** – Work with the Village Manager's Office on the next phase of the Village's ERP software in considering cloud-based solutions with increased functionality, in addition to working with all Village departments to further modernize service delivery engagement with residents and businesses.





## EDUCATION AND EXPERIENCE REQUIREMENTS

The successful candidate will have:

- A bachelor's degree in accounting, finance, business or public administration, or related field is required. A master's degree is preferred.
- A minimum of seven years of experience of progressively responsible financial administration, or an equivalent combination of experience and training.
- A CPFO or CPA is a plus.
- A strong understanding of governmental accounting standards, budgetary systems and financial reporting is highly preferred.
- Proven success in accounting, audit, budget preparation, managing organizational change and fostering a positive work environment.
- Exceptional communication and customer service abilities to engage internal and external stakeholders.
- Experience with current ERP systems and implementations.
- Skills in grants management and economic development financing (TIF) structures.

## THE IDEAL CANDIDATE

In addition to the requirements listed above, the Village is seeking candidates with the following traits:

- Demonstrates a positive, forward-thinking leadership style with proven experience in employee supervision.
- Possesses in-depth knowledge of Illinois governmental accounting and finance laws, along with strong fund accounting experience.
- Committed to transparent, open, and ethical governance, fostering trust with elected officials, staff, and the community.
- Able to assess financial decisions with a long-term perspective, ensuring fiscal sustainability and strategic planning.
- A collaborative problem-solver, willing to assist elected officials and municipal staff in navigating financial challenges and operational questions.
- Exceptional presentation and public speaking skills, capable of effectively communicating complex financial data to various stakeholders.
- A hands-on, team-oriented professional who is willing to take initiative and contribute wherever needed to support Village operations.
- Continuously seeks improvement and innovation, proactively leading the adoption of new technologies and processes to enhance efficiency and service delivery.



## COMPENSATION AND BENEFITS

The salary range is \$140,153 - \$196,214 +/- DOQ. The Village offers a competitive benefit package, including medical, dental and life insurance, membership in the Illinois Municipal Retirement Fund (IMRF), optional 457 deferred compensation plan, four weeks of accrued vacation, sick leave, holidays and an educational stipend. Residency is not required.

## HOW TO APPLY

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references by April 7, 2025 for best consideration. This position is open until filled. Confidential inquiries may be directed to Maureen Barry, Senior Consultant, MGT, at 847-380-3240 x116 or to Ashley Eccles, Senior Consultant, MGT, at 847-380-3240 x134. For questions regarding the position, department or organization, please contact Interim Finance Director Elizabeth Holleb at [eholleb@lwd.org](mailto:eholleb@lwd.org) or 847-745-4701.

The Village of Lincolnwood is a proud Equal Opportunity Employer.



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