



City of Collinsville - IL

Finance Director



Executive Recruitment



CITY OF COLLINSVILLE

The City of Collinsville is seeking an experienced, personable, and professional leader to join its dynamic and dedicated executive team as the Finance Director. The City of Collinsville is a full-service municipality located 12 miles east of St. Louis, MO. Its residents enjoy the lifestyle of a safe, affordable, and family-oriented community while being just minutes away from the urban amenities of a world class metropolitan area. Collinsville is known for its Midwestern charm, its outstanding schools, its beautiful park system, and its thriving local economy.

Besides being a residential community, the City has a hospitality district with over 1,300 hotel/ motel rooms and the Gateway Convention Center (Southwestern Illinois' largest convention and visitor's center). The City is also home to Ameren Illinois Corporate Headquarters, the District 11 Illinois State Police, Illinois Department of Transportation headquarters, Cahokia Mounds State Historic Site, and FanDuel Sportsbook and Horse Racing.

The City of Collinsville is a home-rule municipality that operates under the Council-Manager form of government. As such, the Finance Director reports directly to the City Manager. The City has a \$57.6 million annual budget for the FY2022 fiscal year. The City's enviable financial condition is evidenced by its Aa3 rating by Moody's Investor Services. The City of Collinsville is politically stable with a Mayor and City Council that appreciates and values the work of the City Manager and his senior management team.

The City's current annual budget document may be found on the City's website at www.collinsvilleil.org



Ameren Illinois Corporate Headquarters | Collinsville



COLLINSVILLE AT A GLANCE

	25k	Residents
	210	Full-Time City Employees
	94	Part-Time City Employees
	150	Seasonal Employees
	11,686	Utility Accounts (water/sewer)
	\$29M	General Fund Budget 2022
	\$9.5M	Enterprise Fund Budget 2022

THE POSITION IN BRIEF

The Finance Director is an integral part of the executive management team. He/she will participate in key decisions regarding budget development, administration, economic development, capital planning, and all policies affecting the overall fiscal health of the City.

The City's General Fund budget is \$29M for Fiscal Year 2022 which ends December 31. The City's Enterprise Fund budget for the same period is approximately \$9.5M. The City also has 4 TIF Districts, 4 Business Districts, a Motor Fuel Tax fund, and several small funds all which make up our Special Revenue Funds and have an approximate budget of \$10M for 2022. The general ledger has more than 15 funds, some with departments.



The City currently has 11,686 utility (water/sewer) accounts, billed bi-monthly. The City employs 210 current full-time employees and 94 part-time employees. During the summer, the City will hire 150-180 seasonal staff during the summer months. All employees are paid every two weeks.

The Collinsville Finance Department consists of 8 full-time staff including an Accounting Manager and an Accounting Technician. The Finance Department is responsible for all traditional financial accounting services including accounts payable, accounts receivable, payroll, pension fund management, and utility billing. In addition, the Finance Department generates all financial reports, performs cash management duties, oversees compliance of federal and state regulations, prepares the City's annual budget, manages investments, monitors grant compliance, etc.



INITIATIVES

The City is committed to several major initiatives that are anticipated to result in positive secondary economic and financial impact for the City. These efforts are focused on serving the overall City Business Plan through focusing on two guiding principles;

- 1-Increasing operation efficiently
- 2-Providing a positive financial impact.

FINANCE SOFTWARE TRANSITION

NOVATIME TIME KEEPING SOLUTIONS & BS&A FINANCIAL SOFTWARE

To improve the City's efficiencies for its employees and residents, the City has begun transitioning financial software. The transition will be completed by summer of 2022.

WASTEWATER TREATMENT PLANT

BIO-SOLIDS DEWATERING PROJECT

The project will replace the Wastewater Plant's current operation of lime stabilizing, storing and field applying liquid class B bio-solids into a sustainable process where the bio-solids are mechanically dewatered and then pasteurized producing an environmentally safe, dry Class A biosolid. Total estimated cost of the project is \$6.9 million. This project is expected to generate cost savings through elimination of disposal fees and a reduction in energy costs. The project cost will be funded by an approved 20-year, low interest loan through IEPA's Pollution Control Loan Program and construction began in 2021.

SPORTS COMPLEX

With the condition of the existing sports complex and the findings of the recently prepared Parks & Recreation Master Plan, a replacement facility is anticipated to serve the residents of Collinsville but also support greater regional tournaments and therefore should be inclusive of the entire service area's recreation needs as well as consider financing solutions to building a new complex and sustaining its operation.

ACQUISITION OF GATEWAY FUN PARK

In December 2021, the City purchased Gateway Fun Park, located at 8 Gateway Drive Collinsville, IL 62234.

The building is approximately 14,263 square feet and 6.1 AC lot. Currently, the building is being maintained and prepped for future use. The building is directly adjacent to Gateway Convention Center and Collinsville Aqua Park (which are owned and operated by the City of Collinsville).



Collinsville Wastewater Facility

THE IDEAL CANDIDATE

CANDIDATE MUST HAVES

- A Bachelor's degree in accounting, finance, public administration, business administration, or some other related field. A Master's degree in accounting, finance, business administration, public administration or some other related field is preferred. A CPA designation is highly desirable.
- At least seven (7) years of progressively responsible financial management experience. Some direct experience in municipal and/or county financial management is preferred.
- Candidates must be skilled at budget development and administration with the ability to provide effective oversight over all accounting, budget, and treasury operations as well as grants management.
- Successful candidates will demonstrate innovative and creative problem-solving skills that include incorporating data and relevant metrics into decision-making processes. Collaborative leadership skills with the ability to develop and maintain productive relationships internally and externally are a must.
- Candidates will be skilled communicators with the ability work with employees at all levels of the organization presenting an approachable, professional demeanor in all interactions, including presentations to the City Manager and City Council.



THE IDEAL CANDIDATE WILL BE

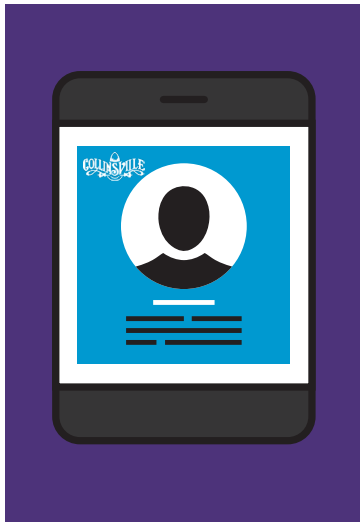
- Strong public sector accounting and financial management skills along with the ability to provide strategic fiscal guidance to the City Manager and to the elected officials.
- Direct experience in all aspects of municipal and/or county financial management is strongly preferred.
- A passion for public service and a demonstrated ability to work effectively in a fast-paced environment.
- Ability to effectively communicate, both verbally and in writing, complex financial concepts and strategies in a manner that can be readily understood by individuals with little background in municipal finance.
- An outstanding leader who can build strong teams, not only within the Finance Department, but with external stakeholders throughout the municipal organization and the community.
- A mentor and coach to the Finance Department employees who will encourage and nurture staff development while ensuring a high standard of performance by all team members.
- A bold, enthusiastic, and optimistic leader who is always searching for new methods and practices to benefit the municipal organization and, ultimately, the citizens of Collinsville.
- Outstanding people skills characterized by being open-minded, diplomatic, friendly, approachable, organized, and a good listener.





Compensation & Benefits

The starting salary range for this position is \$ 95,000 to \$ 120,000 DOQ/E. The City also offers an outstanding fringe benefits package including health insurance for the employee that is 100% paid by the City. Residency within the corporate limits of Collinsville is not required.



HOW TO APPLY

The position is open until filled. Apply immediately with resume, cover letter and contact information for five (5) professional references to Mark R. Peterson at GovHR USA at www.GovHRjobs.com. Electronic submissions are required. Please direct all inquiries about the position, the community, and/or the recruitment process to Mr. Peterson at (309) 825-5091.

The City of Collinsville is an Equal Opportunity Employer.

