**The City**

Hawthorn Woods, IL (7,663) is an upscale, friendly community that distinguishes itself by placing a high value on the protection of natural resources and offering residents an estate lifestyle. This vibrant, non-home rule community located in Lake County is seeking a public servant who leads with their heart and desires to work in an organization where employees are providing superior service through innovation and improvement. With a Aa3 bond rating, the community maintains a strong fund balance and conservative expenditure profile as it has a limited revenue profile. With its rural heritage, popular Hawthorn Woods Country Club and a state-of-the-art aquatic center, residents consider this community an oasis just 40 miles from downtown Chicago.

**Position in Brief**

The Village is seeking a hands-on, highly professional, dynamic public finance professional with exceptional interpersonal skills and strong local government experience to serve as their next Finance Director. As Finance Director, in this close-knit organization, the breadth of work will range from complex policy development to bank reconciliation to serving as the back-up for the payroll function. Hawthorn Woods is a proud winner of the GFOA budget and CAFR awards and has an expectation for continuous process improvement and innovation.

The Village of Hawthorn Woods has 30 full time and 75 part-time/seasonal employees. Village departments include the Administration, Finance, Community Development, Parks and Recreation, Public Works and Police. Staff members are encouraged to bring their whole selves to work while respecting the need for work-life balance. Autonomy is proudly offered while conducting one’s work, while at the same time supporting fellow employees in the team environment is expected. The successful candidate will bring energy and a drive for excellence to the department. The new Director is appointed by the Mayor with the consent of the Board of Trustees; he/she will serve as the staff liaison for both the Finance and Technology Committees. As a contractual employee, he/she will report to the Village Administrator and serve as a liaison/treasurer to the Police Pension Fund.

**The Department**

The Finance Department is responsible for the preparation of the annual audit and budget, financial forecasting, financial reporting, accounts payable, accounts receivable, payroll, benefit administration, liability and property insurance, risk management, sewer billing and purchasing. The Finance Director assists and supports the human resources function and possesses a broad knowledge of information technology. The new Director will lead 1 full time employee who assists in the accounting, sewer billing and payroll function; as a small organization, the new Director will be self-sufficient in executing their duties. The Village is on a calendar fiscal year. The Village has an annual budget of $4.34 million supporting 10 funds including two major funds (General and Capital) along with 8 other funds (Sister Cities, Community Development fund, Parks and Recreation, Parks donation, Motor Fuel tax, Debt Service, and two enterprise funds). The community will seek referendum approval for a property tax increase to support road infrastructure improvements in the future.

- Maintain the profile of a “working” Finance Director, who supports and fosters a respectful working environment where innovation and continuous improvement is anticipated and encouraged.
- Develop innovative approaches and consider solutions to address the challenges of operating in a small organization with a conservative fiscal environment.
- Foster and support the activities of the organization and community; develop an effective working relationship with the Executive Leadership Team.
- Be knowledgeable and practiced in developing and implementing a zero-based budget method and maintain the priority-based budgeting systems.
- Practice empathy, and adaptable leadership skills; be comfortable carrying out multiple responsibilities; be adaptive to emergent situations.
CANDIDATE QUALIFICATION CRITERIA

The Finance Director is a key team player in this caring organization who must be comfortable exhibiting strong, professional, financial leadership and be adaptable to execute the required daily tasks to maintain the financial operations. He/she will have well-developed management skills based upon consensus building and problem-solving and the aptitude to work in a collegial, team environment. The following factors of education, experience, management style and professional traits have been identified by the Village of Hawthorn Woods as ideal attributes for the next Finance Director.

Education, Experience and Management Traits

- Have complete personal and professional integrity and honesty and have a high sense of professional ethics.
- A minimum of seven years’ progressively responsible experience including in a supervisory position in public finance with strong knowledge of municipal finance practices including GASB standards. Public sector experience preferred.
- A bachelor’s degree in accounting, finance, public administration, business administration or related field is required. A Master’s degree, CPA, or CPFA is required. Active participation in professional associations desirable.
- Experience working with and for elected officials, Village management and the public in a positive, cooperative and team-oriented approach partnering to address problems and challenges.
- Have experience working cooperatively with other departments and neighboring communities in an effort to address creatively fiscal challenges; be committed to become involved in professional associations.
- Seeks grant opportunities to support Village priorities; assists in the application and administration of grant applications.
- Understand the challenges of operating an Aquatic Center and other recreation department fiscal needs. Be comfortable with enterprise fund management and utility operations.
- Experience and demonstrated willingness to explore financial strategies to address infrastructure funding challenges.
- Have successful personnel management and employee relations experience with a track record of dealing with employees fairly; be knowledgeable about collective bargaining and labor contract administration. Foster respect amongst employees.
- Apply business acumen to financial operations; seek changes when appropriate; carry out department responsibilities in an exemplary manner.
- Have implementation experience in transitioning to a new Enterprise Resource Program along with utilizing and supporting information technology needs as it relates to financial operations as well as the entire organization.
- Be capable of directing the preparation and presentation of the budget and audit.
- Have experience and comfort level in resolving citizen inquiries, suggestions and complaints where high standards of customer service are the expectation.
- Demonstrate a welcoming, approachable style; enjoy a sense of humor and camaraderie.
- High standards of performance, productivity and initiative with a strategic approach to innovation and continual process improvement. The new Director will mentor and encourage employee initiative to accomplish their work in new and better ways while respecting the regulatory framework that guides service delivery.
- Skill in financial analysis, forecasting and a familiarity with modern budgetary approaches, fund structure, GASB and GAAP principles and accounting practices.
- Impeccable professional and personal integrity that will inspire trust and confidence among subordinates, coworkers, elected/appointed officials and the general public.
- Knowledge of all local, state and federal laws pertaining to public fiscal administration.
- Supervisory skills that promote team spirit, further the development of the department staff and create a learning environment which fosters growth and innovation resulting in superior department service delivery.
- Well-developed interpersonal and oral/written/presentation communication skills including the ability to communicate complex numerical data effectively including relaying information in clear graphic formats to ensure an understanding to a non-technical audience.
- Participation and commitment to the executive leadership team; demonstrating leadership and a concern for the community’s sustainability. Application of a forward-looking perspective to the delivery of financial services.
Compensation, Benefits and How to Apply
Starting salary range is +/- $130,000, depending on qualifications and experience. Residency is not required. Apply online at [http://govhrjobs.com/](http://govhrjobs.com/) with resume, cover letter, and contact information for 5 professional references to the attention of:

Kathleen Rush, Vice President
GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062
Tel: 847/380-3240 or 224-282-8313

First review of resumes April 17; position open until filled.