



MT. VERNON, ILLINOIS FINANCE DIRECTOR



EXECUTIVE RECRUITMENT



POSITION IN BRIEF

The City of Mt. Vernon, Illinois (population 14,600) is seeking an organized, analytical, and trustworthy professional to become its next Finance Director. The Finance Director is an important part of the City's stable executive management team. The Finance Director reports directly to the City Manager and is supported by six (6) full-time team members.

Primary duties include:

- Oversees Accounts Payable and Accounts Receivable
- Manages the City's Investment Program
- Oversees the City's Payroll Process
- Manages the City's Procurement Process
- Oversees the City's Annual Budget Development and Implementation
- Manages fourteen (14) governmental funds

The City Manager is seeking a confident and diplomatic professional with excellent audit oversight, tax levy, and fund management skills to be the next Finance Director. The ability to relate to utility customers and create a fair and consistent environment is essential. The City Manager is also particularly interested in candidates that have TIF administration experience and are Certified Public Accounts.

THE COMMUNITY

Mt. Vernon, Illinois is located at the intersection of I-64 and I-57 within southern Illinois. Mt. Vernon serve as a regional destination for entertainment, health care, retail, lodging, and recreation. Mt. Vernon is one hour east of St. Louis, Missouri, one hour west of Evansville, Indiana and one and a half hour north of Paducah, Kentucky. Given its convenient location, local amenities, diverse economy, and a brand-new multi-million dollar high school facility, Mt. Vernon is a great community to live, work, and play.

Mt. Vernon is just minutes from Rend Lake. Rend Lake is a 19,900-acre lake that provides exceptional recreational opportunities for boaters and anglers. The lake is surrounded by 20,000 acres of recreational greenspace providing opportunities that include bicycling, hiking, and pedestrian trails as well as beaches, campgrounds, and golf courses. Other significant quality of life amenities in and around Mt. Vernon include Veteran's Memorial Park, the Granada Theatre, the Jefferson County Historical Village, the Cedarhurst Center for the Arts, and the Aquatic Zoo Water Park.



DEMOGRAPHICS

Population **14,600**

Number of Households
6,465

Owner Occupied Housing
Units **59.4%**

Land Area **13 square miles**

Median Household Income
\$40,625

Median Home Value **\$78,000**

CITY GOVERNMENT

The City of Mt. Vernon is a Home Rule community that operates under a statutory City Manager form of Government. The current City Manager, Mary Ellen Bechtel has served Mt. Vernon with professionalism since 2016. The City Manager is appointed by the Mayor and City Council to provide daily oversight of City operations and the appointment of all City department heads.

Mt. Vernon is a full-service community with a \$67,000,000 budget. The Finance Director serves on the City's 10-member executive management team and oversees the Finance Administration Department and the Finance Billing Services Department. The City provides water and sewer service to 6,000 utility billing customers.

The City is preparing to construct a multi-million-dollar new police department facility. The project is expected to begin in 2022 and be completed toward the end of 2023. The City finances are well managed, and the City is fiscally stable. The City maintains a 6-month General Fund Operating Reserve that equates to 8.3 million dollars and has a A+ Bond Rating. The City Management team is looking for a Finance Director that will oversee the City's Financial Departments for the next several years.

OPPORTUNITIES

Capital Projects:

The next Director will provide financial oversight and reporting for the expenditure of monies related to the construction of a new police facility, the acquisition of a new fire engine, and the completion of various water and sewer projects.

Process Improvements:

The next Director will be tasked with continuing to streamline and improve the financial process and procedures employed throughout the City.

Digitalization:

The next Director will be tasked with continuing converting paper reports and documents into electronic medium that can be easily accessed by the organization and the community.

Software Implementation:

The next Director will be charged with the implementation of two INCODE10 modules to enhance the organization. These include the human resources module and the project management module.

Utility Billing Customer Service:

The next Director will be required to assist the Department and the City Manager's Office with providing exceptional customer service to the City's utility billing customers.



POSITION REQUIREMENTS

- A Bachelor's Degree from an accredited university in business administration, finance, and/or accounting. A Certified Public Accountant (CPA) is preferred.
- Three (3) to five (5) years of accounting and executive level management experience
- A good working knowledge of governmental fund accounting



IDEAL CANDIDATE

In addition to the minimum qualifications, the City hopes to attract candidates for the position that possess experience and demonstrated competency in the following categories:

- Budgeting
- Staff Oversight
- Audit Oversight
- Financial Statements
- Utility Billing
- Tax Levy
- Tyler INCODE10
- Customer Service
- Information Technology
- Bond Compliance
- Pension Funds
- Communication Skills
- Fund Management
- Annual Reporting
- Internal Controls
- Revenue Forecasting
- Tax Increment Financing (TIF) Administration

In addition to the technical proficiencies, the preferred candidate will have the following personal attributes:

- Organized
- Likable
- Analytical
- Trustworthy
- Innovative
- Fair
- Focused
- Approachable
- Diplomatic
- Confident
- Humble
- Articulate
- Enthusiastic
- Open Minded
- Grounded
- Energetic
- Tough
- Flexible
- Resourceful
- Accountable

COMPENSATION & BENEFITS

The starting annual salary range for this position is \$105,000 to \$115,000 DOQ/E. The City also provides a comprehensive and generous package of fringe benefits including health insurance, vacation leave, sick leave, personal leave, and several paid holidays. A generous retirement benefit is provided through the Illinois Municipal Retirement Fund (IMRF).



HOW TO APPLY

Please apply online at www.govhrjobs.com with a resume, cover letter and contact information for five (5) professional references. Position is open until filled. Confidential inquires should be directed to James W. Arndt, Vice President, GovHR USA at 217-500-0770.

**The City of Mt. Vernon is an Equal
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