

Village of  
*Vernon Hills*  
People Planning With Pride

*Hills*  
Illinois

VERNON HILLS, ILLNOIS  
**FINANCE DIRECTOR**



**EXECUTIVE RECRUITMENT**



## VERNON HILLS, ILLINOIS FINANCE DIRECTOR

GovHR USA, LLC is pleased to announce the recruitment and selection process for Finance Director for the Village of Vernon Hills, Illinois. The Village is seeking a forward-thinking, collaborative finance professional to join their dedicated leadership team. This brochure provides background information on the Village of Vernon Hills as well as the requirements for the position. Additional information about Vernon Hills can be found on the Village's website:

[www.vernonhills.org](http://www.vernonhills.org).

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references by October 21, 2022, at [www.GovHRUSA.com](http://www.GovHRUSA.com). Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Vernon Hills:

GovHR USA  
Maureen Barry, Senior Vice President  
Phone: 847-380-3240, x116

## THE COMMUNITY

Vernon Hills is a vibrant, family focused community located 37 miles north of Chicago in Lake County, known for its attractive shopping options, strong services and political stability.

Incorporated in 1958 and covering 7.7 square miles, Vernon Hills is located in central Lake County approximately 35 miles north of downtown Chicago. The Village is located near Interstate 94 (Chicago-Milwaukee Tollway), which allows easy access to Chicago's O'Hare International Airport, Milwaukee's Mitchell Airport, and downtown Chicago. The Village has experienced significant growth in the past five years in both retail and residential markets and is a major center of employment and commerce.

The [diverse population](#) is well served by a combination of transportation options and a variety of housing types. These factors, along with effective planning and significant recreational amenities, has made Vernon Hills one of the most desirable areas of development in the Chicago metropolitan area. Vernon Hills is increasingly becoming a major employment center, as well as a major center of retail shopping in Lake County. The Village's retail base includes a large regional shopping mall (Hawthorn Mall), eight (8) shopping centers, and numerous freestanding retailers. Several corporations are headquartered in Vernon Hills and other major employers are situated in approximately 1,000 acres of office parks that are conveniently located adjacent to major roadways. The Vernon Hills Athletic Complex (VHAC), owned and maintained by the Village of Vernon Hills, is a full-service sports facility, known throughout the region for hosting baseball, softball, football, cheerleading, lacrosse, and soccer events.



## VERNON HILLS AT A GLANCE

Population: **26,850**

Land Area: **7.71**  
square miles

Households: **10,006**

Median Age: **39.1**

Median Household  
Income: **\$100,725**

Median Home Value:  
**\$341,500**

Permits issued (2021):  
**1,759** with a  
construction value of  
**\$295,477,163**





## VILLAGE GOVERNMENT IN VERNON HILLS

The [Village](#) is known as a lean, resourceful organization. With a great deal of pride, Vernon Hills retains its status as one of the few communities in Illinois without a local property tax, which necessitates a focus on cost containment measures, innovation and strong development efforts. The Village takes great pride in their exceptional level of services to residents, particularly senior citizens, and promotes a host of activities to bolster a strong sense of community, safety, and prosperity.

The Village provides a diverse but limited array of services. Its major functions are police services, construction and maintenance of Village streets, storm water management facilities and related infrastructure, building and facility maintenance, commercial and residential construction review and inspection, development review, and general administrative services. The Village actively works on development and redevelopment strategies such as the use of sales tax rebates and has established three Tax Increment Finance Districts. The Village also operates a cable studio and a golf course and owns and maintains a Metra train station. Water and sanitary sewer services are provided by Lake County. Fire protection for most of the Vernon Hills area is provided by Countryside Fire Protection District, while the remainder is serviced by the Lincolnshire-Riverwoods Fire Protection District. The Village is served by two library districts, two townships, four elementary school districts, and three high school districts.

The Village is a home rule organization governed by a Village President and six (6) Trustees, who are elected at-large to serve four-year overlapping terms. Vernon Hills operates as a Trustee-Village form of government. The Village Board is responsible for establishing policy, which is then implemented by an appointed Village Manager and professional staff. The Village Manager oversees a staff of 98 full-time employees and 7 part-time employees (101.5 FTEs).

*Entrusted by its residents, the Village of Vernon Hills is dedicated to delivering municipal services in a responsive, professional, and proficient manner.*

The FY 2022/2023 [budget](#) is \$45.3 million (including capital and debt expenses), with a General Fund budget of \$35.4 million and strong reserve levels. Standard and Poor's and Moody's Investors Services have assigned 'AAA' and 'Aaa' bond ratings, respectively, the highest bond ratings possible, to the Village's outstanding bonds. The Village's conservative financial policies and its self-supporting debt (including debt from the three TIFs) contribute to the high ratings and ensures the Village's ability to obtain future borrowings at low interest rates.

The Village's revenue sources have rebounded well in response to the Covid-19 pandemic, and given federal funding received to assist with costs related to the pandemic, the Village is on solid financial footing. Sales tax (including home rule) accounts for 58% of the General Fund revenue budget. The Village experienced a notable increase in sales tax revenue in FY2022 compared to COVID-19 years FY2020 and FY2021, slightly surpassing sales tax revenues of pre-COVID years. The Village also experienced slight growth in commercial and residential construction, resulting in increased permit fee revenues.

The General Fund has strong reserve levels, operating at approximately 101% of operating expenses as of April 30, 2023, significantly higher than the Village policy, which is to maintain an unrestricted fund balance of no less than 67% of annual operating and debt service expenditures. General Fund reserves have been accumulated through continued efforts to balance prior years' budgets and to use a conservative approach in estimating revenues and expenses.

## POSITION AND DEPARTMENT

The duties of the Finance Director position have been performed by an external vendor since 2018. Going forward the position will be filled by a full-time staff member of the Village. Appointed by the Village President and reporting to the Village Manager, the Finance Director oversees the financial operations of the Village. This includes cash management, investments, financial reporting, financial planning, and the development of the Village budget.

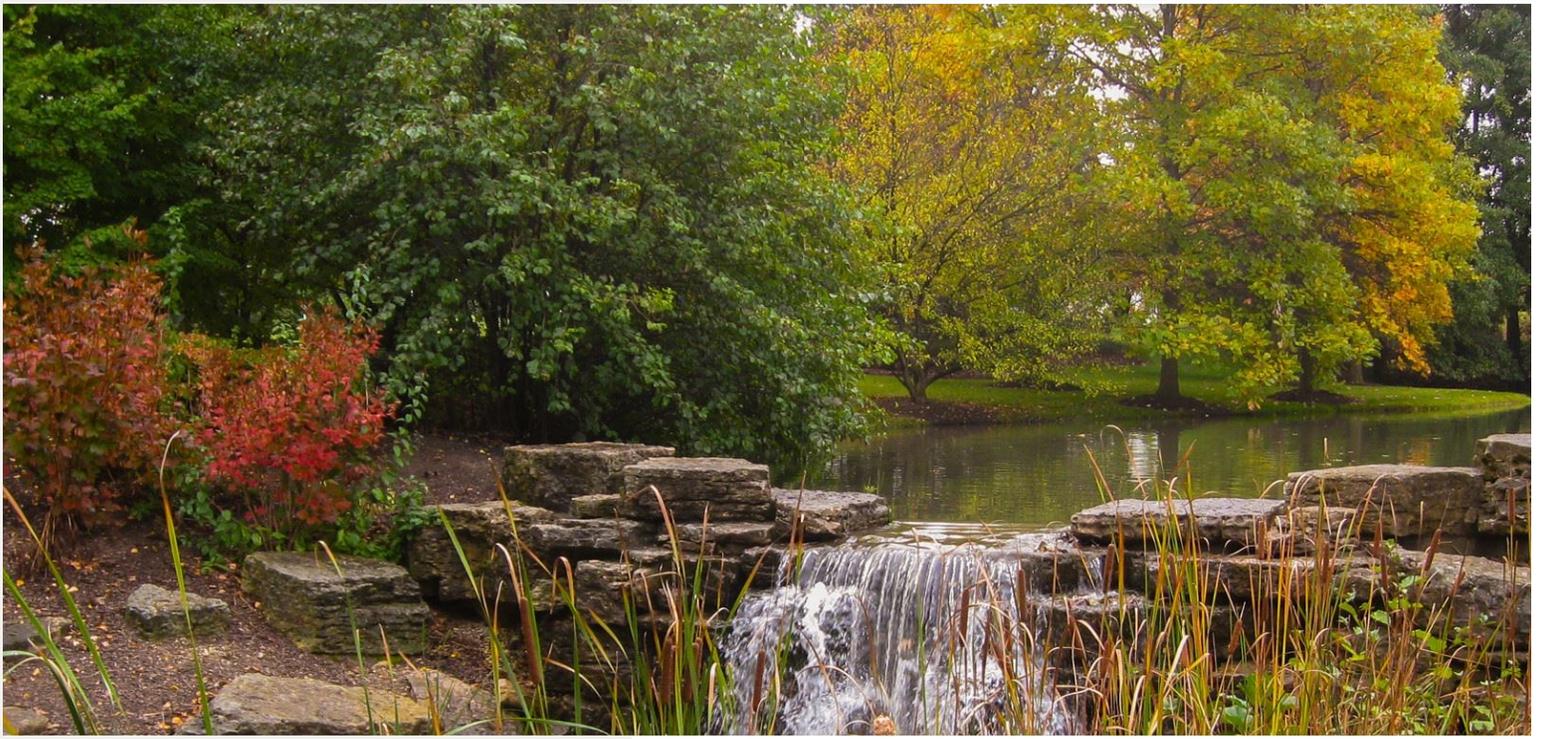
The Director currently has two direct reports within the Finance Department, an Assistant Director and a Staff Accountant (both currently performed by employees of a third-party vendor). The next Director must oversee some transition in the organizational structure of the Department, improve use of technology in finance operations, and sustain the Department's reputation for high integrity and excellent customer service within the Department and with other Village departments. There will be substantial opportunities for the next Finance Director to improve the configuration and operational efficiency of the Department and other areas within the Village.

## THE IDEAL CANDIDATE WILL:

The essential job functions of the Director include but are not limited to:

- Plans, organizes, and directs the management and administration of the Village's financial operations, cash management and record keeping in compliance with federal and state statutes and Village ordinances.
- Supervises, trains, directs, develops, and evaluates department personnel, and monitors all activities and operations of the department; set goals and objectives, and establishes guidelines for performance.
- Develops systems, policies, and rules and regulations for transacting financial matters; directs general accounting activities and develops and maintains internal control systems.
- Responsible for the processing of payroll, retirement system, deferred compensation and garnishment administration.
- Manages and administers the investment of Village funds.
- Prepares financial studies, revenue and expenditure estimates, and other reports as requested by the Village Manager and required by law.
- Advises the Village Manager, Village Board, and other officials on financial policies and management.
- Assists in the preparation of the annual budget including forecasting revenues; monitors budget performance.
- Coordinates preparation for the annual audit; prepares all necessary journal entries, audit schedules, and statistical schedules for the annual financial report; prepares the supplemental financial report.
- Administration of property insurance issues, golf course and special event financial reporting.





## CHALLENGES AND OPPORTUNITIES

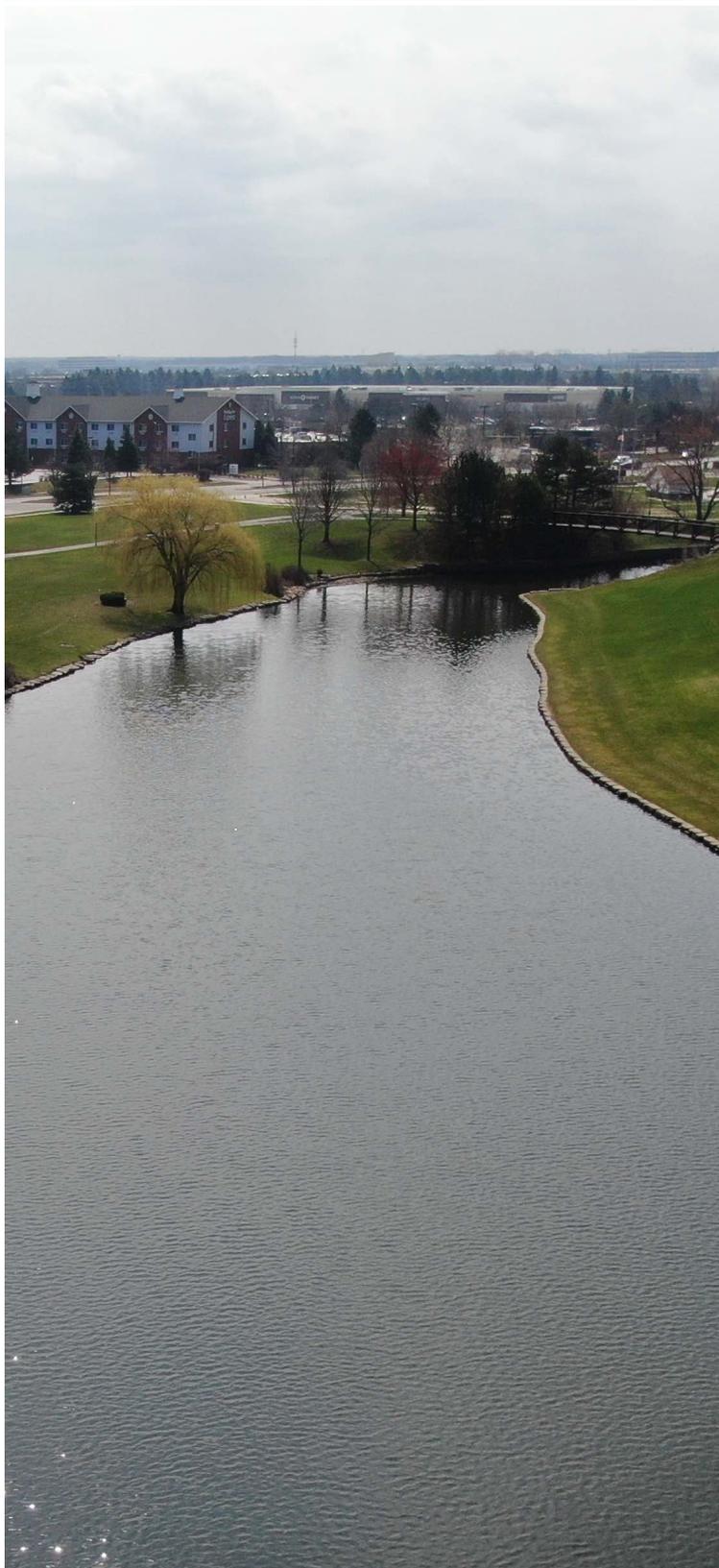
In addition to the responsibilities listed in the *Primary Position Responsibilities* section, the next Director can expect to work closely with the Village Manager, Village President, Board of Trustees, and staff on the following issues:

- Evaluation of the Finance Department and potential restructuring options to ensure the Department is properly staffed and situated to meet the needs of the community.
- Assist in the development of a long-term financial plan to address operating and infrastructure needs in the face of evolving retail opportunities and rising operating costs. Continue the Village's practice of employing fiscally conservative, yet cost-effective financing methods.
- Continue to seek out innovative revenue ideas to assist the Village in maintaining its high level of services without significant tax increases. This includes a continuous evaluation of revenues and fees and more accurate and earlier forecasting of expenses.
- Assist in the Village's transition to a partnership with other area communities in a regional 9-1-1 communications center which will reduce the Village's total employee count.
- Evaluation and implementation of new technological advances in finance systems and other operations applications where appropriate.

## EDUCATION AND EXPERIENCE REQUIREMENTS

The Village is seeking an experienced, organized and progressive Director to lead the Finance Department. The successful candidate will have the following:

- Bachelor's degree in finance, accounting, public policy, business, or related field.
- Five (5) years of increasingly responsible experience in public or private finance or accounting, with three (3) years of management/supervisory responsibility, preferably in local government.
- Master's Degree, CPFO or CPA designation, or knowledge, skills and abilities equivalent to is strongly preferred.
- Strong oral and written communication skills, strategic planning abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials.
- Technically proficient in accounting and commonly used applications of financial services information technology.



## THE IDEAL CANDIDATE

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

- Thorough knowledge of and experience in municipal accounting, budgeting, and debt management; familiar with current and emerging issues in municipal finance.
- Demonstrable track record of writing clear and concise reports with the ability to translate complex Village finances into lay person's terms.
- Strong financial management abilities involving long-range revenue and expenditure forecasting, capital improvement financing, budget development and implementation, and administration of federal and state grants.
- Conservatively creative problem-solving skills and willingness to assist elected and appointed officials and other municipal department staff with their issues, questions and challenges.
- Committed to professional development and continuing education for Finance Department employees.
- Knowledgeable about financial applications technology and software as they pertain to the Finance Department and other Village Departments; accustomed to using a variety of personal computer applications including Excel, PowerPoint, and Word.
- Familiar with current customer service technology applications, including on-line bill payment processes and use of credit cards to pay bills.
- Demonstrated history of providing complete and accurate information, made available to all on a timely basis.
- An open, friendly personality and management style, with the ability to quickly establish trust with others.
- A calm demeanor during times of stress, providing thoughtful guidance to employees, department heads and elected officials.
- Good listening skills and a willingness to work out financial and budgeting challenges in a collegial, respectful manner.



## COMPENSATION AND BENEFITS

The anticipated starting salary is \$150,000 – \$175,000 based on qualifications and experience. A comprehensive benefits package includes a vehicle allowance, participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), life insurance, and optional 457 plan participation. The Village does not have a residency requirement .

## 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 October 21, 2022. Questions about the position are encouraged and may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 224-380-3240, x116.

**The Village of Vernon Hills is an Equal Opportunity Employer.**



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