

## Village of Island Lake, IL.

**Reports to:** Mayor and Village Board

**Location:** Village of Island Lake, IL.

### **About the Village of Island Lake:**

The Village of Island Lake, IL is located in Lake and McHenry counties in the northwest suburbs of Chicago and has an approximate population of 8,100 residents. Island Lake gets its name from the village's namesake lake. Island Lake was originally a vacation destination for Chicagoans, but due to its charm and beauty, it became a permanent residence for many to grow their families and call home. Island Lake continues to grow and prosper while still maintaining its overall charm and beauty.

### **About this role:**

The Village of Island Lake Finance Director is supported by two full-time employees. This position reports directly to the Mayor and Village Board. The Finance Director oversees the village's administrative department, which includes office, finance, and human resources.

The Finance Director must demonstrate leadership skills and the ability to motivate and develop employee relationships across all departments. They must provide exceptional customer service to the community and instill the same qualities in the administrative department's culture. Additionally, the person needs to be versatile, with the capacity to manage and motivate staff in meeting departmental and village goals. They also must possess knowledge and experience in the fields of municipal finance and human resources.

The Finance Director is responsible for overseeing general administrative operations while ensuring the integrity of the village's finances. They must be able to multi-task, prioritize and complete a variety of tasks and projects. It is critical that they should be able to professionally communicate with elected officials, other governmental entities, staff, and the public.

### **Specific job responsibilities include:**

- Establish and maintain effective working relationships with the Mayor, Village Board and staff.
- Prepare the annual budget and forecasts, appropriation, and tax levy ordinances assuring the quality, accuracy, timeliness, completeness, and compliance with applicable standards and laws.
- Prepare and manage the Village Capital Budgets and expenditures.
- Review and determine appropriate rates for water.
- Preparation of the Comprehensive Annual Financial Report (CAFR) with the approved auditors in accordance with GASB pronouncements and GFOA guidelines (annual audit)
- Review and manage the payroll process.
- Prepare monthly analysis of budget versus actual performance for all Village funds.
- Review existing internal controls and financial processes and recommend improvements.
- Create, update and document financial policies and procedures as needed.
- Prepare monthly Village bank reconciliations.
- Work with staff in reconciling the health/dental insurance premium bills with the payroll related withholdings, retiree payments, and pension fund deductions.
- Assist department heads with inquiries concerning payments of invoices, payroll, and budget.
- Attend Village Board meetings.

- Oversee the Human Resources functions at the direction of the Mayor including; risk management; policy development; coordination of Village functions and programs; staff recruiting including selection, classification and compensation; employee benefits; employee relations; contract negotiations and administration; education and training; workers' compensation; maintenance of personnel records; and health plan administration.
- Other duties assigned in the Village Code, or by the Mayor or Village Board.

**About you:**

- Ability to motivate and empower employees effectively.
- Ability to establish and maintain effective working relationships with employees, village officials, other government entities, and the public.
- Experience and knowledge of BS&A software.
- Skilled in effective oral and written communications, including the preparation and presentation of detailed reports with concise and pertinent recommendations.
- Knowledge of overall municipal government operations.
- Knowledge of finance and general knowledge of human resource procedures and methods.
- Ability to multi-task and reprioritize, while still accomplishing departmental goals.
- Exceptional judgment, thoroughness, and dependability.
- The ability to identify, implement and evaluate process improvements that result in more efficient and effective governmental operations.
- Strong MS Office Suite skills, especially MS Excel.
- Ability to write and secure outside funding and grants.
- Any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

**Requirements:**

These are the basic requirements for the Finance Director position. The Mayor and Board of Trustees may accept similar credentials, less or more than those listed below, but meet the overall fit for the role.

- Bachelor's degree from an accredited four-year college or university in finance, accounting, public management, or related field.
- 5 or more years of progressive related experience in governmental accounting.
- Five or more years' supervisory experience, or any combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- A demonstrated, comprehensive, and broad knowledge of modern principles and practices in the fields of finance and human resources.

**Preferred Requirements:**

- Master's Degree in related field or similar experience.
- CPA is beneficial but not required.

**What is in it for you:**

This is a full-time position. Generous paid vacation, holidays, and sick time. Medical, dental, and IMRF benefits as well.

**Salary Range:** \$85,000 - \$110,000

**How to Apply:** Email resume to Village Clerk at [georgine.cooper@voislk.com](mailto:georgine.cooper@voislk.com).