

Westmont, Illinois (pop. 24,429). The Village of Westmont is seeking a team-oriented and reliable professional to serve as its next Finance Director. The Director manages the activities of the Village's Finance Department in a thriving, multi-faceted community.

About the Village

The Village of Westmont is a community of 24,429 residents in the southeastern portion of DuPage County, centrally located in the Chicago Metro area with easy access to major highways and Metra commuter rail services. The community retains a small-town charm while having all the amenities of a big city. Westmont is home to both Fortune 500 companies and small to midsize local businesses, including over 100 restaurants, industrial, shopping, and business districts. The Village boasts award-winning festivals, high quality school districts, and a host of luxury car dealerships along the Westmont AutoMile (including Acura, Audi, Lexus, Porsche, Tesla, Toyota, BMW, Mercedes, Lincoln).

The Village of Westmont is a non-home rule community that provides a full range of municipal services, with \$83 million total budget (including \$35 million in the General Fund and \$20 million in Capital/Project Funds), a 'AA+' /Stable bond rating, strong fund balances, and a practice of funding pensions at recommended levels. The Village has a strong sales tax base, anchored by revenues from the Westmont AutoMile and several grocery stores. The Village has a \$68 million cash reserve including a General Fund balance about 130% of expenditures. The Village has a capital plan, a funded vehicle replacement program, and has received the GFOA certified audit many years running. The Village has a robust economic development program, with two active TIF Districts.

A professional Village Manager, appointed by the Mayor and a six-member Village Board, oversees a staff of approximately 100 full-time employees and 85 part-time employees in the departments of Administration, Community Development, Finance, Fire, Police, and Public Works, with long tenured department heads. The full reporting structure is available as a [document](#) on the Village Website.

About the Position

Under the general supervision of the Assistant Village Manager, the Finance Director administers, directs, and controls municipal fiscal and accounting operations, payroll, AP/AR, annual audit, annual budget, tax levy, long range planning, cash/treasury management, and financial reporting. The Director has two direct reports, who in turn assist in the management of other department staff. Including the director, the department consists of seven full-time positions and one part-time position. The Village also provides accounting services to the Westmont Public Library, a separate financial entity. The Village uses Tyler/Enterprise ERP (formerly Munis) software which is fully installed and operational.

Position Requirements

The Village is seeking an experienced and collaborative Director to lead the Finance Department. The successful candidate will meet the following:

- Requires knowledge, skills and abilities equivalent to the completion of four years of college with major courses in accounting, finance or related fields.
- Master's Degree, CPFO/CPA designation, or equivalent knowledge, skills and abilities preferred.
- Requires a minimum of six years' experience in finance/accounting, with financial operations experience strongly preferred and experience with fund accounting a plus.

- Requires a minimum of three years of management or supervisory experience.
- Requires proficiency in Microsoft Office Suite, Google Suite and other software applications and intermediate to advanced knowledge of spreadsheet applications.
- Requires possession of a valid Illinois Vehicle Operator's License.

Compensation and Benefits

The Village values its employees, and while having high expectations of staff, appreciates that people have lives outside of work. The anticipated starting salary range is \$127,000 - \$166,000 +/- DOQ. The Village anticipates additional increases in May 2024 and January 2025. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), life/AD&D insurance, and longevity pay equal to 1% of salary for every 5 years of employment with the Village. The Village also offers paid vacation, holidays and sick leave which includes a 50% retirement payout, up to 960 hours, with the balance reported for IMRF credit. The Village requires employees to live in DuPage County, or a county contiguous to DuPage, within 12 months. Flexible scheduling and hybrid remote work options will be considered.

Selection Process

Apply online at www.govhrjobs.com with a resume, cover letter and contact information for five professional references by March 11, 2024. Confidential inquiries may be directed to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

The Village of Westmont is an Equal Opportunity Employer.