



Finance Director – Village of West Dundee, Illinois

Village of West Dundee

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Closing Date:

Salary: \$137,000 to \$180,000

Description:

The Village West Dundee, IL (8,372) is seeking a skilled, finance professional to serve as its next Finance Director. The position is ideal for an energetic, forward-thinking leader with experience in municipal finance, accounting, utility billing and day-to-day finance department operations. The next Finance Director must be comfortable as a working supervisor and will enjoy customer interaction and problem resolution. The next Finance Director will enjoy the opportunity to shape the department and establish its future direction.

West Dundee is rich in history with a charming downtown, and vibrant neighborhoods nestled 40 miles northwest of Chicago in the upper Fox Valley region. The Village has strategic growth opportunities in its downtown revitalization efforts, coupled with the exciting future transformation of the former Spring Hill Mall site. The Village currently has two TIF districts with substantial ongoing development.

Located in Kane County, West Dundee is a charming community with a strong fiscal position and a Aa3 bond rating. The annual Village General Fund budget totals \$16.5 million. West Dundee has 64 FT employees and approximately 40 part-time employees. The new Finance Director will be focused on the selection and implementation of technological upgrades to the financial management systems and can be expected to be a partner with other departments as they advance their technological efforts. As the redevelopment of the former Spring Hill Mall site advances, the new director will play an active role in evaluating development proposals and capital infrastructure investment activities in that effort.

The Finance Director is appointed by and reports to the Village Manager, is a key member of the executive leadership team and a key trusted advisor to the Village Manager. Village departments include Administration and Finance, Community Development, Fire, Police, and Public Works including Water and Sewer utility operations.

In preparation for the 2026-2027 fiscal year budget, additional personnel are being considered to support departmental operations. Including the hiring of the Finance Director, the proposed addition of a full-time Finance Assistant will expand the department to 3.5 staff members. Currently, the department comprises a full-time Finance Manager, a part-time Finance Assistant, and external

contract support.

Key Responsibilities:

- Manage all fiscal operations of the Village including accounting and financial reporting, investments and debt, budget and audit preparation, tax levies, payroll and benefits administration, pension funds, grant management, purchasing, and utility billing.
- Coordinate the annual operating budget preparation in close coordination and with the support of the Village Manager. Prepare long-term financial forecasts.
- Support the annual capital improvement program and associated forecasts. Analyze funding requirements and opportunities to ensure the Village's infrastructure is maintained at appropriate levels.
- Actively monitor the Village's two active Tax Increment Finance (TIF) Districts, which have substantial ongoing development, and corresponding capital programs.
- The redevelopment of the former Spring Hill Mall site will call for active financial analysis including the evaluation of funding mechanisms, economic impact and long-term sustainability.

Qualifications:

- Bachelor's degree in accounting, finance, business, public administration or a related field from an accredited institution. GAAP understanding required. A master's degree is a plus. CPA or CPFO is preferred.
- A minimum of six years of experience of progressively responsible financial administration is required. A strong understanding of governmental accounting standards, budgetary systems, treasury management and financial reporting is highly preferred.
- A minimum of three years of proven success in supervisory roles, accounting, audit, and budget preparation.
- Experience with ERP implementation a plus.
- Excellent written and verbal communication skills.

The salary range is \$137,000 to \$180,000; anticipated starting salary for well qualified candidates is expected to be \$155,000 +/- DOQ. The Village offers a competitive benefit package, including medical, dental, and life insurance, membership in the Illinois Municipal Retirement Fund (IMRF), an optional 457 deferred compensation plan, and a generous amount of paid time off commensurate with experience.

How to Apply:

Apply online at www.GovHRjobs.com with a resume, cover letter, and contact information for five professional references by October 20, 2025, for best consideration. This position is open until filled. Confidential inquiries may be directed to Kathleen Rush, MGT Approved Independent Executive Recruiter, at Tel: 847-380-3240 x122.

The Village of West Dundee is an Equal Opportunity Employer