Director of Finance

Village of Villa Park

Contact Name: Jackie Pierce
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Closing Date:
Salary: $155,000 - $165,000

Description:
The Village of Villa Park is seeking a dynamic and experienced **Finance Director** to lead our financial operations and support the longterm fiscal health of the community. This key leadership position reports to the Village Manager and oversees all financial functions, including budgeting, accounting, purchasing, investments, utility billing, and financial reporting.

About the Role
The Finance Director serves as the Village's Chief Financial Officer/Treasurer and provides strategic guidance on all financial matters. This position leads a dedicated team, supports interdepartmental collaboration, and ensures responsible, transparent stewardship of public funds. The Director may also serve on the Police and Fire Pension Boards.

Key Responsibilities
• Lead and manage all Finance Department operations, including accounting, purchasing, billing, and treasury functions.
• Develop and oversee the Village's annual budget and longterm financial strategies.
• Maintain accurate financial records, oversee revenue collection, and manage cash, debt, and investments.
• Prepare financial reports, tax levy documents, and audit materials.
• Provide financial analysis for capital planning and economic development.
• Ensure compliance with all municipal, state, and federal financial regulations.
• Support departments, the Village Manager, and the Village Board with timely financial information and recommendations.
• Supervise, mentor, and develop Finance Department staff.
• Collaborate with leadership to identify grant opportunities and manage the financial aspects of grant applications, reporting, and compliance.

Qualifications
• Bachelor's degree in Accounting, Finance, or related field (Master's preferred).
• Seven years of progressively responsible government finance experience.
• CPA preferred.
• Ability to pass a thorough background screening.

Additional Requirements
• Occasional evening or weekend hours for meetings and special events.
• Availability during emergencies to support Village operations.

What We’re Looking For

• Strong knowledge of municipal accounting, GASB standards, budgeting, and financial reporting.
• Skilled in longterm financial planning, analysis, and financial policy development.
• Excellent communication skills and the ability to present complex information clearly.
• Proficiency with Microsoft Office, especially Excel. Proficiency in BS&A is a plus.
• A collaborative leader who values accuracy, transparency, and public service.

Work Environment

Work is primarily officebased with occasional attendance at meetings or Village events. The role involves typical office tasks and interaction with staff, residents, and partner agencies.

Why Join Us? (Benefits & Perks)

The Village of Villa Park offers a **comprehensive and competitive benefits package** designed to support your wellbeing, career development, and financial security. Benefits typically include:

• **Health, dental, vision and life insurance** with generous employer contributions.
• **Illinois Municipal Retirement Fund (IMRF)** pension participation.
• **Paid vacation, holidays, and sick leave** to support work-life balance. One week of vacation following the first 60 days!
• **Professional training and advancement opportunities.**
• **Employee assistance programs** and other wellness resources.

Interested applicants please apply via the Village of Villa Park website
Position will remain open until filled https://invillapark.bamboohr.com/careers/26