CITY OF BLUE ISLAND
Job Description

Job Title: Finance Director

Reports to: Mayor
FLSA Status: Exempt

SUMMARY
Performs and supervises accounting functions and collaborates with the Mayor, Treasurer and Department Heads to establish and achieve financial goals and objectives that enhance municipal service levels and contribute to the overall financial health of the City of Blue Island. Requires considerable initiative, professional judgement and interpersonal skills. Duties are performed under the general direction of the Mayor and in accordance with professional standards and established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains City accounting records as required by law
- Delegates authority for receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments.
- Analyzes financial records to forecast future financial position and budget requirement.
- Performs cost control activities; monitors revenues and expenditures to assure sound fiscal control.
- Evaluates need for procurement of funds and investment of surplus.
- Directs the maintenance of the City’s fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices.
- Develops sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
- Disseminates financial notices and information to departments and numerous financial reports to federal, state and private agencies.
- Advises Mayor, Treasurer and City Council regarding the financial condition of the City.
- Prepares financial reports for management.
- Coordinates the City’s budget.
- Assists the Treasurer and department heads in the preparation of the City’s annual budget and levy.
- Prepares the proposed and adopted budget documents and levy documents.
- Attends all Finance Committee meetings and budget hearings and additional Committee meetings as needed.
- Supervises bi-weekly payroll
- Prepares various tax reports and filings.
• Prepares monthly Treasurer’s reports
• Develops policies and procedures for account collections and extension of credit to customers.
• Prepares technical and administrative reports and studies when requested.
• Assists Mayor and City Council in other related work as required.
• Ascertains and posts year end closing entries and audit adjustments to the general ledger and payroll.
• Provides quarterly and year end financial reports for use by various departments and auditors.
• Assists the auditors by providing information needed at year end.
• Communicates official plans, policies and procedures to staff; responds to miscellaneous correspondence; responds to inquiries and questions regarding the City’s finances.
• Assists City’s auditors in annual external audit as needed.
• Proficient in current financial technology and records management programs.

SUPERVISORY RESPONSIBILITIES – Carries out supervisory responsibilities, as directed, and in accordance with the organizations policies and applicable laws. Participates in interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE – Bachelor’s degree in Accounting with major course work in finance, public or business administration, CPA preferred. Five years of progressively responsible accounting experience which includes internal control practices, financial audits, project management and financial analysis at least three years of Illinois municipal financial experience; Any satisfactory combination of education, training, and experience that demonstrates the knowledge, skills and abilities required to perform the work.

LANGUAGE SKILLS – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
**REASONING ABILITY** – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The City of Blue Island is an equal employer. We consider applicants for all positions without regards to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, or any legally protected status.