



**CITY OF ST. CHARLES, ILLINOIS  
FINANCE DIRECTOR**

**St. Charles, IL (population 33,366).** GovHR USA is pleased to announce the recruitment of candidates for Finance Director for the City of St. Charles, Illinois. Known as the “Pride of the Fox”, the City of St. Charles is a beautiful, historic community located 35 miles West of Chicago and is nationally recognized as a family-friendly community where people, businesses and tourism prosper. The community will welcome candidates who are collaborative, adept at long-term financial and strategic planning and well-versed in the challenges of municipal finance. The new director will inspire pride and public support for strong financial practices.

Please note the following about this exciting opportunity:

- The City of St. Charles is governed by a Mayor and ten (10) City Council members. The City is divided into 5 wards, with two Alderpersons elected from each ward who serve staggered terms. The Director of Finance, along with all department directors, is appointed by the Mayor and City Council. The Finance Director will report to City Administrator.
- The City of St. Charles is a full-service community including three utilities owned by the City which add to the complexity and challenge of the financial operations - electric, water, and wastewater. Departments within the City include the Police, Fire, Community Development, Economic Development, Finance, Human Resources, Information Services, and Public Works. The City has a total [annual budget](#) of \$198 million; and a General Fund budget of \$46 million. The Finance Department has 10 full time and two part time employees. Directly reporting to the Director are the Purchasing Coordinator, the Assistant Finance Director, and the finance analyst. Reporting to the Assistant Finance Director are the accounting specialist, accountant, and senior accountant, payroll/AP Coordinator, and the Utility Billing division manager. The Utility Billing division is supported by a billing representative, a senior billing representative and two part time administrative assistants.
- The City has scheduled more than \$107 million in capital improvement projects in the City's water and sewer utilities over the next four to five years. These include critical projects essential to the City's ongoing economic development efforts. The City's largest source of revenue is from utilities, followed by sales tax. The City has regularly issued debt to invest in facilities and infrastructure, including the construction of a new Police station in 2019/2020.
- Economic development plays a significant role in St. Charles financial health. The new Finance Director will work closely to evaluate development agreement participation and incentives, TIF projects and their implications on the long-term health of the General Fund.

The City has been awarded the GFOA's Certificate of Achievement for Excellence in Financial Reporting for over 10 consecutive years. The City also holds an “Aa1 rating reflecting the city's large tax base, healthy operating trend, conservative budgeting practices resulting in strong reserve levels, financial flexibility derived from home rule status, the city's somewhat elevated debt burden, and growing unfunded pension liabilities” from Moody's rating service (2020).

Opportunities and challenges for the Finance Director include leading conversations with the elected officials and staff on realignment of revenues and expenses to ensure the long-term financial health of the Community; addressing the potential projected structural deficits in the General Fund; developing a sustainable approach to capital financing with consideration of debt restructuring, and the pending implementation of an ERP.

The City is seeking an approachable, experienced financial professional to lead the Department. The successful candidate will have:

- Master's Degree preferred (or ability to obtain within 5 years of hire). Bachelor's degree or equivalent in Accounting, Finance, or a related field. CPA designation a plus.
- A minimum of ten (10) years progressively responsible experience in municipal finance or closely related field, with at least five years of management experience.
- Strong organizational leadership, with excellent strategic management, problem solving and personnel skills.
- Knowledge of rules and regulations governing municipal financial management in Illinois, including generally accepted accounting principles (GAAP).
- History of collaboration within and outside of the organization, intergovernmental cooperation and relationship building.
- An understanding of Capital Project financing, enterprise funds/rates, TIF funds and revenue/expense considerations related to development.
- Clear and concise verbal and written communication skills, able to present complex technical information to any audience.
- A commitment to budget transparency and experience in implementing new technology that helps to achieve that goal.
- A polished professional with an excellent reputation and a demonstrated high level of honesty and integrity.

The anticipated starting salary range is \$127,077 - \$181,539 with starting salary commensurate with experience, ideally targeting mid-point \$154,308 +/- DOQ. A comprehensive benefits package is offered.

Apply online at [www.govhrjobs.com](http://www.govhrjobs.com) with a resume, cover letter and contact information for five professional references. Open until filled with first reading of applications October 25, 2021. Confidential inquiries are encouraged and should be directed to Kathleen (Katy) Rush, Vice President, GovHR USA at [krush@govhrusa.com](mailto:krush@govhrusa.com) or 847-380-3240.

The City of St. Charles is an Equal Opportunity Employer.