



**CITY OF PARK RIDGE, ILLINOIS
FINANCE DIRECTOR**

Park Ridge, Illinois is a picturesque suburb of 37,480 residents located 14 miles northwest of downtown Chicago, convenient to O'Hare Airport, major expressways, CTA and Metra trains. Incorporated as the village of Park Ridge in 1873 (and reorganized as the City of Park Ridge in 1910), Park Ridge is a prime residential community that retains its distinctive, small-town charm.

The City's vibrant Uptown shopping area includes the Metra station, Public Library and several charming parks where live musical concerts and special events are held in the summer. Throughout the City, tree-lined streets, pleasing architecture, excellent schools and ample parks help make Park Ridge one of the most desirable family communities in the Chicago area.

Unique shops, famous name stores and popular restaurants fill the Uptown area, where award-winning new buildings in The Shops of Uptown blend serenely with historic ones. The Uptown Park Ridge skyline is graced with cupolas, church spires and the 100-foot tower of the Art Deco Pickwick Theatre, which is on the National Register of Historic Places. In addition to the charming Uptown shopping area, Park Ridge offers other shopping and dining convenient to every neighborhood, including South Park, Village Green, the Dee Park area bordering Oakton Ave. and the Higgins Corridor bordering Chicago.

The [City of Park Ridge](#) is a full-service community with a [FY 2021 total budget](#) of nearly \$78 million (including a \$36 million General Fund). (The City is currently under a ["Stub Year" budget](#) while transitioning to a Calendar Year budget.) City officials are elected for four-year terms. The mayor and city clerk are elected by the community at large. The City Council is composed of the mayor, city clerk and seven aldermen, one from each of the city's seven wards. The City operates under a Council-Manager form of government, with the City Manager overseeing a staff of 200 FTEs in the departments of Administrative Services, Community Preservation and Development, Finance, Fire, Police, and Public Works. Five labor unions represent groups of employees in the Fire (IAFF), Police (FOP and Teamsters), and Public Works Departments (IUOE), along with select other employees throughout the organization (ICOPS) under collective bargaining agreements.

About the Position

The Director reports to the City Manager and is responsible for overall administration, planning, and leadership of the City's financial operations and reporting. Financial operations managed by this position include, but are not limited to, investments, financial forecasting, budget development and monitoring, central financial processes, financial reporting, including the annual financial statement audit, administration of the City's financial system, and City-wide procurement practices and procedures. The position also serves as the Police and Fire Pension Board Treasurer, acts as an active member on the City's union negotiation team, and acts as staff liaison to the City Council's Finance and Budget Committee.

The Director supervises a staff of 13 people in the [Finance Department](#) within the Accounting and Financial Operations, Purchasing, and Utility Billing divisions. The position is backed by an Assistant Finance Director and a Senior Administrative Assistant to complete special projects.

In addition to overseeing the efficient transition to a Calendar Year budget basis, other challenges and opportunities for the position will include the purchase process and possible implementation of a new payroll system. The successful candidate will continue to improve the City's ability to provide accurate financial forecasting of expected revenue sources and expenditures, as well as creatively identify and implement technology upgrades to improve efficiency and customer service.

Position Requirements

The City is seeking a Director with strong strategic thinking and technical skills to lead the Finance Department. The successful candidate will have:

- Bachelor's Degree in Public or Business Administration, Finance, Accounting or related field and five (5) to seven (7) years municipal accounting or finance experience.
- Minimum of five (5) years of progressive supervisory experience.
- Certified Public Accountant or Certified Public Financial Officer certification desired.
- Master's Degree preferred.
- Knowledge of rules and regulations governing municipal financial management in Illinois, including generally accepted accounting principles (GAAP).
- Municipal budget experience preferred.
- Excellent communication skills, with the ability to effectively convey complex information to audiences with diverse levels of financial expertise.

Compensation and Benefits

The anticipated starting salary range is \$135,000 - \$146,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental and vision coverage, and life insurance. The City also offers paid vacation, holidays and sick leave. The City does not have a residency requirement.

Selection Process

Apply online at www.govhrjobs.com with a resume, cover letter and contact information for five professional references by May 31, 2021. Confidential inquiries are encouraged and should be directed to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240 or mbarry@govhrusa.com.

The City of Park Ridge is an Equal Opportunity Employer.