

Job Title:	Finance Director	Date Issued:	March 4, 2025
Reports To:	Village Administrator	Date Revised:	February 18, 2025
Status:	Exempt		
Department:	Finance	IMRF:	Yes

The Village of Thornton is seeking a Finance Director. The Finance Director is an integral part of the Village's management team, overseeing the financial operations, including budgeting, accounting, revenue collection, debt management, and financial reporting, while acting as the primary financial advisor to the Village Board and Village Administrator. The Finance Director will also serve as the appointed Village Treasurer if appointed by the Village President and approved by the Village Board.

Duties and Responsibilities

- Plans, organizes and supervises the operations of the Village's finances, including the disbursement and accounting of municipal funds, billing, and preparation of monthly and annual reports; supervises staff assisting in these duties
- In conjunction with the Village Administrator, prepares the operating budget, appropriation and tax levy ordinances and capital improvement budget; reviews the departmental budget requests for accuracy and justification of resource allocation and expenditures
- Prepares all payroll tax returns including, but not limited to: IRS Forms 941, W2, 1099 and Illinois 941 and IDES filings. The Finance Director also will serve as the IMRF authorized agent
- Works with the Village Administrator to formulate and implement Village Financial Policies as approved by the Village Board
- Reviews and monitors the ongoing administration of the fiscal year budget; monitors revenues and expenditures
- Assists the Village auditors during the annual audit of the Village's Financial records; prepares annual Treasurer's Report, annual TIF reports and other annual filings as required by the State of Illinois and Cook County
- Orders authorized changes and monitors various Village investment funds
- Maintains a general accounting system of all financial activities; oversees maintenance of financial records for each department
- Submits monthly cash position and revenue/expense reports to the Village Board and Village Administrator
- Attendance at the Board of Trustee's bi-weekly meetings is required

- Other duties and responsibilities as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent and highly accurate math and accounting skills.
- Strong supervisory and leadership skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software, and specialized accounting software used by the Village of Thornton
- Ability to maintain confidential information; work independently; follow instructions; and communicate clearly and concisely
- A strong understanding of governmental accounting standards, budgetary systems, and financial reporting (GASB, GAAP) is highly preferred

Education and Experience:

- Bachelor's degree in Accounting or Business Administration required; Master's degree preferred.
- 3-5 years of related experience working in a municipal setting preferred

Salary and Benefits:

- This position has a regular work schedule of 40 hours/week, generally performed Monday—Friday, with bi-weekly attendance at the Board of Trustees meetings required
- 13 paid/observed holidays
- 80 hours of vacation time and 24 hours of personal time (upon successful completion of a one (1) year probationary period; and 56 hours of sick time
- Enrollment in the Village's group health insurance program that includes medical, prescription drug, dental, vision, and life insurance plans; along with enrollment in the Village's retirement plan through the Illinois Municipal Retirement Fund (IMRF)
- The salary range for this position is \$75,000-80,000 - DOQ
- Please submit a cover letter, resume and three (3) professional references to Melissa Wiak, Village Administrator at mwiak@thorntonil.us no later than Monday, March 31, 2025. Chosen candidates will be subject to a background and criminal history investigation, and qualifying drug screen.
- Anticipated start date of May 5, 2025

The Village of Thornton is an Equal Opportunity Employer