

Finance Director

Village of Dolton, Illinois

Position Overview

The Finance Director serves as the chief financial officer of the Village, responsible for safeguarding public funds and ensuring the financial stability of municipal operations. This position provides strategic leadership in fiscal planning, budget development, accounting, payroll, and financial reporting. The Finance Director works closely with the Mayor, Village Administrator, Board of Trustees, department heads, and external stakeholders to manage resources responsibly and in full compliance with applicable laws and regulations.

Key Responsibilities

- **Financial Management & Planning**
 - Develop, monitor, and manage the Village's annual budget in coordination with the Village Administrator and department heads.
 - Provide regular financial forecasts, revenue/expenditure analyses, and recommendations to ensure long-term fiscal health.
 - Lead capital planning and debt management strategies.
- **Accounting & Reporting**
 - Oversee all accounting operations including general ledger, accounts payable, accounts receivable, payroll, and purchasing.
 - Ensure compliance with GAAP, GASB, state statutes, and Village ordinances.
 - Prepare and present timely monthly, quarterly, and annual financial reports to the Mayor, Board of Trustees, and other stakeholders.
- **Compliance & Audit**
 - Manage annual audit process and serve as primary liaison to external auditors.
 - Ensure compliance with federal, state, and local financial reporting requirements, including grant-related reporting.
- **Internal Controls & Policies**
 - Establish, monitor, and update internal control systems to prevent fraud, waste, and mismanagement.
 - Maintain and update financial policies and procedures in coordination with

Village leadership.

- **Leadership & Collaboration**

- Supervise and mentor finance staff, including clerks and payroll specialists.
- Provide training and support to other departments on financial procedures, budgeting, and grant compliance.
- Serve as advisor to the Village Administrator and Board on financial implications of policy decisions.

Required Qualifications

- Bachelor's degree in Accounting, Finance, Public Administration, or related field (Master's degree or CPA preferred).
- Minimum 5–7 years of progressively responsible financial management experience, preferably in municipal or governmental settings.
- Strong knowledge of municipal finance laws, GAAP, GASB standards, and budgeting practices.
- Proficiency in financial management systems and software (Paycom, MiViewpoint, or equivalent platforms preferred).
- Demonstrated leadership skills with ability to manage staff, projects, and competing priorities.
- Excellent communication, analytical, and problem-solving skills.

Working Conditions

- Full-time, exempt position.
- Reports directly to the Village Administrator and works closely with the Mayor and Board of Trustees.
- Evening meetings required (e.g., Board and committee meetings).

Compensation & Benefits

Compensation is commensurate with qualifications and experience. The Village of Dolton offers a competitive benefits package, including health insurance, retirement contributions, and paid leave.

Please send resumes to Village Administrator Charles Walls at cwalls@vodolton.org.