



Finance Office Manager

Job Advertisement

Introduction

The Village of Oak Park is seeking qualified candidates for the position of Finance Office Manager.

Description of Oak Park:

The Village of Oak Park, Illinois is a thriving, transit-oriented community of about 52,000 people located immediately west of the City of Chicago and known for its great neighborhoods, architectural heritage and innovative public policy initiatives. Within its 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

Oak Park operates under the village manager form of government. An elected legislative board consisting of a president and six trustees set policy and a professional manager oversees the day-to-day administration of government. Village services and programs are delivered by about 370 employees.

Description of the Department's operational functions and other information:

The Finance Department is responsible for Village budget, payroll, accounts payable, accounting control, financial software system, administration, structuring debt financing, annual financial report coordination, investments, revenue (including utility billing, business tax collection, water meter reading, and accounts receivable), and purchasing; and coordinating assigned activities with other Village departments and outside agencies.

Primary Duties and Responsibilities of the Position include, but are not limited to:

Calculates and records changes in compensation and payroll such as salary increases, hours worked, leave taken, taxes and other withholdings, insurance and retirement program contributions, union dues, separation payouts, etc.; prepares and issues paychecks; answers compensation and payroll-related questions from employees; reviews compensation and payroll information and corrects errors to ensure accuracy; coordinates actions and decisions with third party administrators and consultants on compensation matters as required.

Participate in duties related to the Finance Department annual budget; collect and organize financial and performance data for preparing reports and compiling annual budget requests; recommend funding and expenditure requests for designated accounts; monitor and manage expenses throughout the year with regard to budgets, reviewing financial accounting reports to ensure that expenditures are posted in the appropriate accounts.

Plan, prioritize, assign, supervise, and review the work of staff; monitor work flow; review, evaluate, and recommend changes in work methods and procedures.

Establish schedules and methods for accomplishing work objectives, assignments and goals; identify resources needed and review needs with appropriate management staff; allocate resources accordingly.

Participate in the selection of staff as assigned; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise the ordering of appropriate supplies and budgeted expenditures.

Work collaboratively with the Chief Financial Officer and management staff to identify and implement work processes and procedures to improve service and administrative support.

Screen office telephone callers; procedures systems and precedents relating to assigned responsibilities.

Type and proofread a wide variety of reports, letters, memos and statistical charts; type from rough draft, compose correspondence related to assigned responsibilities.

Minimum and Desired Qualifications with Salary Range and Benefits:

Must have at least three (3) years of increasingly responsible administrative support experience of which at least one year is supervisory that includes making and checking work assignments, conducting performance evaluations, scheduling and coordinating staff to ensure adequate coverage, employee development and training, and related responsibilities.

Must have completed a Bachelor's Degree from an accredited college or university with major coursework in accounting, public administration, business administration, or related field.

Salary \$55,000-\$75,000 Depending on Qualifications

Full Benefits Package Offered

Instructions on how to apply:

Interested candidates should mail their cover letter, resume, three (3) professional references, and Village application to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, or submit by email to Careers@oak-park.us.

Last date to apply is Friday, June 10th, 2016.

More information on applying for a position with the Village of Oak Park is posted at www.oak-park.us/jobs.