



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Comptroller
Department/Division	Finance
Employment Status:	Full-time
Annual Salary/Grade:	\$122,100 - \$177,045/Grade 11
Anticipated Hiring Range:	\$122,100 - \$130,000 +/- DOQ
FLSA:	Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	Posted until filled, first review March 10, 2026

POSITION SUMMARY:

Under the direction of the Chief Financial Officer, this newly created position provides highly responsible and complex management of the Village's accounting operations, financial reporting, internal controls, and compliance functions. The Comptroller leads the month-end and year-end close, maintains the general ledger and related reconciliations, oversees accounts payable and key disbursement controls, leads the annual audit and ACFR preparation, oversees bank and cash transaction controls, and supervises assigned accounting, utility billing accounting, and cashiering staff. The position coordinates closely with the Deputy Chief Financial Officer (Budget & Operations), Payroll Accountant, Grants & Procurement Coordinator, and other departments to ensure accurate financial information, timely reporting, and strong stewardship of public resources.

Five to ten years of increasingly responsible experience in governmental accounting and financial reporting, including at least two years of supervisory experience; experience with enterprise funds/utility billing and audit/ACFR processes is strongly preferred. Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field. CPA is required; alternatively, a combination of CPFO certification and an MBA may be considered.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788779842&full_apply=&jobid=788779842

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



COMPTROLLER

Department: Finance

FLSA: Non-Union Exempt

Pay Grade: 11

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION:

Under the direction of the Chief Financial Officer, provides highly responsible and complex management of the Village's accounting operations, financial reporting, internal controls, and compliance functions. The Comptroller leads the month-end and year-end close, maintains the general ledger and related reconciliations, oversees accounts payable and key disbursement controls, leads the annual audit and ACFR preparation, oversees bank and cash transaction controls, and supervises assigned accounting, utility billing accounting, and cashiering staff. The position coordinates closely with the Deputy Chief Financial Officer (Budget & Operations), Payroll Accountant, Grants & Procurement Coordinator, and other departments to ensure accurate financial information, timely reporting, and strong stewardship of public resources.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Financial Officer.

Exercises direct supervision over professional, technical and clerical staff assigned to Accounting, including the Senior Accountant, Account Clerks, and Cashiers; provides functional oversight for accounts payable, utility billing accounting controls, and cashiering operations.

EXAMPLES OF DUTIES:

Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Plan, organize, direct and coordinate the Village's accounting operations, including general ledger maintenance, reconciliations, financial reporting, and internal controls.
2. Lead the month-end, and year-end close processes; establish schedules, checklists, and quality controls to ensure timely and accurate financial information.



COMPTROLLER

3. Maintain the Village's chart of accounts and accounting structure; ensure proper classification of transactions and consistent application of accounting policies and procedures.
4. Review, approve, and/or prepare journal entries, accruals, and adjustments; ensure compliance with GAAP and applicable GASB standards.
5. Oversee accounts payable and disbursement controls, including invoice processing workflows, vendor master maintenance controls, payment runs, purchasing card reconciliation coordination, and 1099 support as assigned; maintain segregation of duties and approval thresholds.
6. Oversee bank and cash transaction controls, including daily cash activity, bank reconciliations, ACH/wire controls, positive pay, and other banking interfaces as assigned; coordinate with the CFO on treasury oversight.
7. Oversee cash receipting and cashiering operations, including reconciliation of point-of-sale/cashier activity and deposits; maintain segregation of duties and implement corrective actions as needed.
8. Oversee utility billing (UB) accounting controls and reconciliation of billing, cash receipts, and related accounts; coordinate with operational departments and vendors as necessary.
9. Maintain and reconcile capital asset and project accounting schedules as assigned; coordinate capitalization, depreciation, and related GASB reporting requirements with departments and the Deputy CFO on CIP fiscal management.
10. Coordinate payroll accounting activities with the Payroll Accountant, including payroll-related journal entries, accruals, reconciliations of payroll clearing accounts, and support for year-end wage and tax reporting.
11. Manage pension and other post-employment benefit (OPEB) accounting transactions and schedules as assigned; support financial statement disclosures and related reporting.
12. Prepare or review debt service, lease, and investment accounting schedules and related disclosures as assigned; coordinate with the CFO on treasury, banking, and compliance requirements.
13. Prepare monthly and periodic financial reports, schedules, and analyses for management, the Village Manager's Office, and the Board as requested.
14. Serve as lead for the annual financial audit: coordinate requests, prepare and review schedules, respond to auditor inquiries, and implement audit recommendations in coordination with the CFO.
15. Monitor and implement new GASB pronouncements and accounting requirements; coordinate required State and Federal financial reporting submissions (e.g., Illinois Comptroller reports) as assigned.
16. Develop, document, and maintain accounting policies, procedures, and internal control standards; support records retention, FOIA/audit requests, and compliance requirements applicable to Finance.
17. Support financial system administration and process improvements (e.g., ERP modules, workflows, reporting tools); develop training and job aids to promote consistent practices.
18. Select, train, motivate and evaluate assigned personnel; coordinate staff training; work with employees to correct deficiencies; implement discipline procedures as necessary.
19. Provide responsible staff assistance to the Chief Financial Officer and perform related duties as required.

Other Important Duties



COMPTROLLER

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in governmental accounting, audit, and internal controls.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints related to cash receipting, billing, and assigned accounting functions.
- Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of governmental accounting and financial reporting, including GAAP and GASB standards.
- Operational characteristics, services and activities of municipal accounting functions, including general ledger, reconciliations, cash management controls, and audit support.
- Accounting for enterprise funds and utility billing operations; cash receipting controls and related reconciliations.
- Accounts payable and disbursement controls, vendor master data governance, purchasing card controls, and related compliance requirements.
- Capital asset, lease, and debt service accounting concepts and governmental financial statement disclosure requirements.
- Internal control frameworks, segregation of duties, fraud risk mitigation, and process documentation.
- Pertinent Federal, State and local laws, codes and regulations applicable to municipal finance operations.
- Modern office procedures, methods and equipment including computers and applicable software applications; familiarity with municipal financial systems (e.g., BS&A), reporting tools, document management (e.g., M365), and banking platforms.

Ability to:

- Plan, organize, direct and coordinate accounting operations; select, supervise, train and evaluate staff.
- Lead close processes and maintain accurate and complete financial records and reconciliations under tight deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of continuous improvement.
- Prepare clear and concise financial statements, schedules, and management reports; communicate accounting concepts to non-financial audiences.
- Interpret and apply laws, regulations, policies, and procedures; maintain confidentiality and exercise sound judgment.
- Establish and maintain effective working relationships with a diverse group of individuals both within the Village organization and the general public.



COMPTROLLER

- Maintain reasonable and predictable attendance.

EXPERIENCE AND TRAINING GUIDELINES

Experience: Five to ten years of increasingly responsible experience in governmental accounting and financial reporting, including at least two years of supervisory experience; experience with enterprise funds/utility billing and audit/ACFR processes is strongly preferred.

Training: Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field. CPA is required; alternatively, a combination of CPFO certification and an MBA may be considered.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for extended periods of time.

DIVERSITY, EQUITY & INCLUSION STATEMENT

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.