



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Deputy Chief Financial Officer
Department/Division	Finance
Employment Status:	Full-time
Annual Salary/Grade:	\$122,100 - \$177,045/Grade 11
Anticipated Hiring Range:	\$122,100 - \$140,000 +/- DOQ
FLSA:	Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	Posted until filled, first review March 10, 2026

POSITION SUMMARY:

This position provides highly responsible and complex administrative management to other members of the financial team and leads the Village's annual budget and multi-year financial forecasting processes and manages assigned day-to-day finance operations. Budget duties include developing, analyzing and applying performance measures with regard to Village services and resources; communicating budget directives, goals and procedures; preparing and conducting budget-related research and analysis and coordinating assigned activities with other Village departments, divisions, and outside agencies. Additional responsibilities include coordinating tax levy development; supporting fiscal management of the Capital Improvement Program (CIP) and equipment replacement planning; overseeing payroll administration; and overseeing grants management and procurement coordination functions assigned to the Finance Department. This position will also be required to provide leadership in project implementation and management as well as supporting the department's goal to improve processes and better meet the needs of both the internal and external customers.

Six years of increasingly responsible experience in governmental management including three years of administrative and supervisory responsibility and equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, economics or a related field. MBA and/or MPA desired. Must be bondable as a condition of employment; the Village Code states that bonding is a requirement of this position.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=788778569&full_apply=&jobid=788778569

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.



DEPUTY CHIEF FINANCIAL OFFICER

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

Provides highly responsible and complex administrative management to other members of the financial team and leads the Village's annual budget and multi-year financial forecasting processes and manages assigned day-to-day finance operations. Budget duties include developing, analyzing and applying performance measures with regard to Village services and resources; communicating budget directives, goals and procedures; preparing and conducting budget-related research and analysis and coordinating assigned activities with other Village departments, divisions, and outside agencies. Additional responsibilities include coordinating tax levy development; supporting fiscal management of the Capital Improvement Program (CIP) and equipment replacement planning; overseeing payroll administration; and overseeing grants management and procurement coordination functions assigned to the Finance Department. This position will also be required to provide leadership in project implementation and management as well as supporting the department's goal to improve processes and better meet the needs of both the internal and external customers.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Financial Officer

Exercises direct supervision over professional, technical and clerical staff assigned to Budget and day-to-day operations, including the Management Analyst, Payroll Accountant, and Grants & Procurement Coordinator; and may provide functional guidance to departmental budget contacts Village-wide.

EXAMPLES OF DUTIES—*Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities



DEPUTY CHIEF FINANCIAL OFFICER

1. Assist with the operations of the Finance Department; assume management responsibility for all services and activities specifically service delivery, customer service, and operational effectiveness.
2. Lead and coordinate the Village's annual budget process, including budget directives, calendar, templates, budget document preparation, and department support.
3. Develop, maintain, and present multi-year financial forecasts and budget-to-actual analyses; develop, analyze and apply performance measures to improve Village services and utilize Village resources more efficiently and effectively.
4. Coordinate the development of the annual tax levy in collaboration with the CFO.
5. Support fiscal management of the Capital Improvement Program (CIP) and equipment replacement budgeting; coordinate department submissions and prepare analyses and recommendations.
6. Oversee payroll administration and related compliance, controls, and reconciliations in coordination with Human Resources and Accounting.
7. Oversee grants management and procurement coordination functions, including identifying opportunities, supporting application and award processes, and ensuring compliance with grant and procurement requirements.
8. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
9. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels.
10. Assist the Chief Financial Officer in the planning, directing, coordinating and review of the work plan for Finance Department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
11. Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Assists departments in developing, performance measures with regard to Village services and resources; analyzes and applies performance measures in the budget process to improve Village services and utilize Village resources (money, work effort and time) more efficiently and effectively
13. Evaluates operational methods of purchasing internal and external goods and services to determine efficiency of operations. Implements approved changes by updating current written procedures and practices, and communicate those changes to Department.
14. Coordinates with the Grants & Procurement Coordinator and departments to support procurement planning, bid/RFP development, and documentation for adherence to policy and procedure; and prepares reports and recommendations as assigned.



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15. Participate on a variety of special projects; conduct surveys and complete special reports requested by the Board of Trustees, the pension board or a related organization.
16. Serve as liaison for the Finance Department with other Village departments, divisions and outside agencies; assist in the resolution of sensitive and controversial issues.
17. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
18. Provide responsible staff assistance to the Chief Financial Officer.
19. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Village finance programs, policies, and procedures as appropriate.

Other Important Duties

1. Assist with the operations of the Finance Department; assume management responsibility for all services and activities specifically service delivery, customer service, and operational effectiveness.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance and accounting, budgeting, grants management, and procurement coordination.
3. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS *(Examples of required knowledge, skill, ability, training and experience to perform the essential duties of the job classification)*

Knowledge of:

- Operational characteristics, services and activities of the Finance Department, including budgeting, forecasting, payroll, grants, and procurement coordination.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration, including performance measurements and multi-year forecasting
- Principles of supervision, training and performance evaluation.



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- Basic computer operation functions and techniques.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Manage, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Oversee and assist with the direction of the operations, services and activities of the Finance Department.
- Develop and administer division goals, objectives and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Perform budget and operational analysis and calculations..
- Operate a computer.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*



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Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Sustain cognitive abilities that enable the potential for:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Experience: Six years of increasingly responsible experience in governmental management including three years of administrative and supervisory responsibility. **AND**

Training: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, economics or a related field. MBA and/or MPA desired. **AND**

Other Requirements: Must be bondable as a condition of employment; the Village Code states that bonding is a requirement of this position.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position.

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.