

## Stephenson County, Illinois – Finance Director

Stephenson County, IL (47,711) is located in north central Illinois with the City of Freeport as the county seat. Stephenson County, IL is seeking a finance professional to serve as its newly established position of Finance Director. S&P recently affirmed it's A+ long term rating with a stable outlook. The county seat of Freeport is located approximately 30 miles west of Rockford and 100 miles northwest of Chicago. Leading county employers include: Freeport Health Network (1,400 employees). Honeywell Sensing and Control (800), Titan Tire Co. (650), Berner Foods (350), and Newell Brands Inc. (310).

The County has a 2017 annual budget of \$47 million dollars spread out over 21 departments and 270 ft employees. The Finance Director works closely with the County Administrator and reports to the County Board Chair. This person also serves as the staff liaison to the County's Finance Committee. The Finance Director is an integral part of the executive management team participating in key decisions regarding capital planning and economic development, collective bargaining, long and short term revenue and expenditure strategies, budget development and administration, and all policies affecting the overall fiscal health of the County.

Candidates must have bachelor's degree in finance, accounting, business administration, public administration or a related field and 8 years of progressively responsible professional experience as described in the position description. A CPA or CMA certification preferred. The successful candidate will be a highly collaborative, experienced executive with a proven track record in fiscal management, with the ability to work closely with elected and appointed officials and department heads on the County's financial strategies.

Stephenson County offers a competitive benefits' package and is an Equal Opportunity Employer. Salary: \$80,000 +/- DOQ. For a complete list of qualifications, please review the position description on the County's website at [www.co.stephenson.il.us](http://www.co.stephenson.il.us). Send resume, cover letter, and contact information for five professional references to Jim Snider, County Administrator, 50 W Douglas Street, Suite 1002, Freeport, IL 61032 or email to: [jsnider@co.stephenson.il.us](mailto:jsnider@co.stephenson.il.us). The Position is open until filled.



## **FINANCE DIRECTOR POSITION DESCRIPTION**

### **POSITION OBJECTIVE:**

The Finance Director is responsible for County's financial affairs through the direction of the Finance Department to include central accounting and payroll, purchasing and procurement, debt management and administration, annual budgeting, multi-year financial planning, revenue forecasting, and financial reporting. This position serves a critical member of the County Administrator's senior management team.

### **JOB DUTIES AND RESPONSIBILITIES:**

Ensures that the newly created Finance Director Position will serve to provide fiscal management/control functions fully integrated into all the County's financial operations and activities.

Develops policies and procedures to improve the operational efficiency, professional financial management, and accountability for financial matters. Monitors and updates policies to continually conform with GAAP, GASB, and state and federal guidelines.

Serves as senior management, reporting to the County Administrator, and functions as a project director on assigned County programs. Incumbent is expected to attend all County Board Meetings, and other meetings as directed by the County Administrator.

Ensures credibility throughout the County by optimizing the County's resources in developing solutions to business and financial challenges.

Provides leadership to the Finance department to include the planning, direction and supervision and evaluation of on-going operations. Develops and implements short-term plans and annual goals to ensure efficient operations of the department. Establishes strategic plan and overall direction for the department. Ensures goals and objectives of the Finance department are in line with the County's goals and objectives.

Monitors the budget which includes the following: projects revenue and expenditures, identifies problems and solutions, develops new revenue sources, reviews budgetary change requests and makes recommendations to the County Administrator, reviews legislation with a budgetary impact, develops alternatives and creative solutions,

identifies available sources for budgetary requests, and conducts indirect costs and fee studies.

Assists with the comprehensive annual financial report providing documentation to the external auditors, and monitoring the external auditor's adjustments.

Trains County personnel on the financial system and budget related topics by attending user group meetings, developing policy and procedures, and learning the financial system.

Reviews and makes recommendations on economic development proposals such as those TIF redevelopment agreements, industrial park development and sales, and other economic development activity.

Coordinates bond sale, if needed. Selects bond counsel, oversees the necessary County approval process, prepares materials and attends bond rating service meetings, and prepares the closing documents. Monitors debt in addition to bond issuance.

Develops and maintains skills as necessary to keep current with technology and profession. Utilizes "best practice" approach.

Other duties as assigned.

**EDUCATION, EXPERIENCE, AND OTHER JOB REQUIREMENTS:**

A Bachelor's Degree from an accredited college or university in Finance, Accounting, Business Administration, Public Administration or a related field and 8 years of progressively responsible professional experience as described herein, five of which must have been in a senior management capacity. Master's Degree preferred.

Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certification preferred.

A comparable amount of training and/or progressively and related experience may be substituted for the minimum qualifications, at the discretion of the County Administrator.

Must have knowledge of local government budgetary and financial management practices; general administrative practices and procedures; and an understanding of the financial system of the County.

Residency with Stephenson is not required but preferred.