

PALATINE, ILLINOIS

# FINANCE DIRECTOR





# VILLAGE OF PALATINE FINANCE DIRECTOR

MGT (formerly GovHR USA) is pleased to announce the recruitment and selection process for Finance Director for the Village of Palatine, Illinois. This brochure provides background information on the Village of Palatine as well as the requirements for the position. Additional information about Palatine can be found on the Village's website: [palatine.il.us](http://palatine.il.us).

Candidates interested in applying for the position should apply online with their résumé and cover letter, along with contact information for five (5) work-related references at [www.GovHRUSA.com](http://www.GovHRUSA.com) by September 27, 2024 for best consideration. The position is open until filled. Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Palatine:

MGT (formerly GovHR USA)  
Maureen Barry, Senior Consultant  
Phone: 847-380-3240, x116







## THE COMMUNITY

With a vibrant downtown and bustling commercial corridors, Palatine (pop. 67,908) is the seventh-largest community in Cook County and the 19th-largest in Illinois. Located just 30 miles northwest of Chicago's Loop, Palatine puts metropolitan cultural and business opportunities within easy reach, while providing an away-from-it-all hometown feeling for its residents.

Palatine's roots reach back to the 1830s when settlers from New York and New England traveled west to stake their claim in the fertile green prairies they had heard so much about from soldiers who were returning from the 1832 Blackhawk War. Using Native American trails, they continued north and west of the settlement at Fort Dearborn in Chicago.

The Village was incorporated in 1866. Palatine residents take great pride in their long history and deep roots. The George Clayson House, built in 1873 at 224 East Palatine Road, has been meticulously renovated and is listed on the National Register of Historic Places. The Clayson House Museum holds more than 1,000 treasures of the past from Palatine's earliest days.

Palatine experienced enormous population growth in the last 50 years. From 1960 to 1970, the population grew from 11,500 to 25,900, but by 1973 reached 28,800. By 2020, the Village population was 67,908.

A mix of residential, commercial, light industrial and office space, surrounded by parks and open space, provides Palatine with both a solid tax base and a tranquil atmosphere. Palatine is home to multiple civic and religious groups, providing community for long-time residents and welcoming new residents. Dozens of homeowners' associations foster a sense of old-fashioned neighborliness.

Award winning public and private schools are a source of tremendous pride in Palatine. District 211 is the largest school district in the state, with over 12,000 students at its five high schools. Community Consolidated School District 15 is the second largest elementary school district in the state of Illinois, educating over 11,000 uniquely diverse students in preschool through 8th grade. Harper College is one of the nation's premier community colleges and is also among the largest, serving approximately 30,000 credit and non-credit students in Chicago's Northwest suburbs.

Recreation and leisure activities are provided by two park districts, Palatine Park District, with 45 parks, and Salt Creek Park District (also serving residents in Arlington Heights and Rolling Meadows). The Palatine Library District recently celebrated 100 years of providing programs and services to over 90,000 residents from its Main Library and two branches, the Rand Road Branch and North Hoffman Branch.

An integral part of the northwest suburban health care since 1959, Northwest Community Hospital, recently became part of Endeavor Health, Illinois' third largest health system with more than 27,000 team members, 9 award winning hospitals and more than 300 clinic locations.

Access to major highways, such as Interstate 90, Illinois Route 53, and U.S. Highways 12 and 14, allow convenient access to major economic activity and nearby rural properties. Multiple interstate motor freight carriers are located in Palatine. Also, the Union Pacific Railroad (Metra) provides commuter service from Harvard to the Chicago Loop and nearby Chicago Executive Airport offers extensive facilities for private and corporate aircraft.

Annexations have expanded the Village to its current 14.25 square miles. Substantial unincorporated and undeveloped areas have been annexed to the Village in previous years. Palatine's neighbors are the Villages of Arlington Heights, Deer Park, Inverness, and Schaumburg and the City of Rolling Meadows.

Palatine has developed into a self-sufficient community. Not only does the downtown business district continue to flourish with a small-town atmosphere, but 30 total shopping areas throughout the community meet every shopping need. The creation of a light manufacturing zoning classification has allowed light industry to enter the Village. The Village of Palatine is home to the world corporate headquarters of Weber-Stephens, manufacturer of barbecue grills.

The Village of Palatine is committed to a growth that augments the tax base and ensures a continued high level of services to its residents. Over the past few years, the Village has experienced an unprecedented amount of building activity, including single-family, multi-family and commercial developments, which can be attributed to the high quality of life that the Village has to offer its residents.

## PALATINE AT-A-GLANCE\*

Population: **67,908**

Land Area: **14.25** square miles

County: **Cook**

Median Home Value: **\$337,200**

Median Household Income (in 2022 dollars): **\$93,383**

Average Household Size: **2.52**

Households: **26,582**

*\* Source: US Census Bureau Quickfacts*

## THE VILLAGE'S MISSION STATEMENT:

To be a financially sound, responsive, and responsible Village government recognized for excellence in municipal services delivered by a workforce dedicated to the Palatine community.







## VILLAGE GOVERNMENT IN PALATINE

The Village of Palatine has a strong tradition of providing fiscally sound financial management and quality services to the community.

A full-service community and home rule municipality, the Village operates under the Council-Manager form of government. The Village is led by an experienced and tenured team, with a Mayor and Council of six members, elected to staggered four-year terms on a district basis. The Council-appointed Village Manager oversees the daily administration and implementation of policies set by the Village Council. The Village Manager oversees a staff of approximately 330 full-time employees, and 52 part-time and seasonal employees. Departments include Police, Public Works, Fire, Community Development, Finance, Information Technology, Human Resources and the Village Manager's Office.

The Village is in a strong financial position. Over the last four years, despite the challenges of the pandemic, the Village has not raised property taxes (and last year reduced its portion of the property tax bill), while reducing its debt, increasing investment in infrastructure, and maintaining its 'AA+' Bond Rating from Standard and Poor's.

Palatine's current overall expenditure [budget](#) is just over \$142.7 million, and the general fund budget is approximately \$73 million. The Village currently has four months' operating cash and maintains an additional \$2.5 million Economic Stabilization Fund. It has also made supplemental payments to public safety pension plans beyond the annual required contributions and plans to make supplemental payments of \$4.75 million in 2024.

The Village's facilities and infrastructure are modern and well maintained. The Village Hall opened in 2016, with new police headquarters built in 2011. Its five fire stations are all either new, recently upgraded or are in the process of being renovated. Ten million dollars have been set aside for upgrades and improvements to the public works facility. The 2024 budget includes record levels of investment in roads, water and the sewer system. The Village also offers a lead service line replacement program.



## POSITION IN BRIEF

As its longtime current Finance Director prepares to retire, the Village is seeking a team-oriented professional with strong public finance experience to serve as its next Finance Department Director. As a key member of the Executive Team, the successful candidate will report to the Village Manager and be responsible for the direction and coordination of the financial management activities of the Village, leading a staff of 6 full-time and 2 part-time employees. The department's full-time positions include an Assistant Director (new to the role), accountant, financial analyst, finance clerk, and two utility billing clerks, and the two part time positions are customer service representatives.

The Finance Director oversees the financial processes, policies and systems for the Village including budget development, financial forecasting, accounting and financial reporting, auditing, treasury management, investments, payroll, purchasing, utility billing, revenue collection, vendor disbursements, and debt administration. This position will also collaborate regularly with Village staff, elected officials, collective bargaining units, advisory committee members and the community at large.

Some of the primary position responsibilities include, but are not limited to:

1. Set a positive/professional tone for providing service in a team-based environment.
2. Plan, direct, organize, communicate and control all Village Finance Department operations including direction of the finance office staff and maintenance of the accounting and subsidiary computer systems including accounts payable, journal entries, trial balances and the general ledger.
3. Assume responsibility for all Federal, State and County fiscal reports and for monthly financial reports to the Village Council.
4. Work with the Village Manager and budget team in providing the direction for and the preparation of the annual budget.
5. Act as key advisor to the Village Manager on fiscal policy matters.
6. Oversee the preparation of the payroll including the completion of various personnel/payroll, IRS and insurance forms.
7. Coordinate issuance and repayment of all municipal debt.
8. Perform technical reviews on potential accounting policy questions providing recommendations on positions to be taken.
9. Assist the Village Manager in preparing information for the Mayor and Village Council and the public.
10. Ensure safety of department staff by facilitating safety training, reinforcing safe work practices, conducting accident investigations when needed and implementing safety committee recommendations. Coordinate early return to work as applicable.





## CHALLENGES AND OPPORTUNITIES

In addition to the responsibilities described above, the next Finance Director can expect to work closely with the Village Manager, Mayor and Village Board, and staff on the following issues:

- **Leadership** – The Department’s Assistant Director will be retiring at the same time as the Director. The Accounting Manager was recently promoted to Assistant Director (11 years with Village). The new Director should provide leadership to a knowledgeable team of employees in the Finance Department and set an example in demonstrating how to fulfill and improve upon the organization’s mission, values and culture.
- **ERP Implementation** - An upcoming process to select and implement a new ERP/financial management system for the benefit of internal and external stakeholders.
- **Collaboration** - Work collaboratively with Finance Department and other Village department staff to use the budget as a tool and assist in managing the Village’s operations, helping the Village to keep pace with technology and the community’s needs for service delivery.
- **Financial Planning** - Review of long-term (5 to 10 year) capital budget plan and funding sources to ensure balance in realized revenues with anticipated expenses, operating and capital, in an inflationary environment. Other related items include a review of Village banking services and audit services for the 12/31/25 audit.
- **Grants/Revenue Analysis** - Continue to seek out innovative revenue ideas to assist the Village in maintaining its high level of services without significant tax increases. This includes a continuous evaluation of fees, assistance in seeking out grants, and staying current on new and emerging capital financing options.
- **Community Development** – Manage finances for a new Tax Increment Finance (TIF) District established in August 2024 and the retirement of two existing TIF Districts retiring in next several years.
- **Strong intergovernmental relationships/partnerships** for service delivery:
  - Member of Northwest Water Commission (water supply)
  - Northwest Central Dispatch System (Police and Fire dispatch)
  - Solid Waste Agency of Northern Cook County (refuse disposal)





## EDUCATION AND EXPERIENCE REQUIREMENTS

The Village is seeking an experienced, dependable and collaborative Finance Director to lead the Finance Department. The successful candidate will have:

- A Bachelor's degree in accounting, finance, business or public administration, or related field and six to eight (6-8) years of increasingly responsible municipal accounting experience, including three years' experience in managing financial operations at the director, deputy director or equivalent level, or an equivalent combination of experience and training.
- Master's Degree, CPFO or CPA designation, or knowledge, skills and abilities equivalent to is preferred.
- Exceptional customer service skills servicing internal and external customers.
- Understanding of governmental budgets, audits, GASB requirements, debt management, financial planning and analysis skills are required.
- Experience with current ERP systems and implementations.



## THE IDEAL CANDIDATE

In addition to the requirements listed above, the Village is seeking candidates with the following traits:

- A positive leadership style and prior employee supervision/management experience is necessary to ensure success within the department.
- Knowledge of Illinois governmental accounting and finance laws, and fund accounting experience.
- Commitment to transparent, open and honest government.
- Knowledge of ERP and other software commonly used by municipal finance departments.
- Problem-solving skills and a willingness to assist elected and appointed officials and other municipal department staff with their issues, questions and challenges.
- Committed to professional development and continuing education for oneself and the Finance Department team.
- Willing to contribute by taking whatever action is needed to help the team or accomplish the task at hand.
- Always seeking continuous improvement and willing to embrace the adoption of new technologies or processes that allow the Village to enhance services to internal and external stakeholders.





## COMPENSATION AND BENEFITS

The salary range is \$170,000 - \$201,000 DOQ, along with annual performance incentive eligibility. The Village offers a competitive benefits package, including membership in the Illinois Municipal Retirement Fund (IMRF), optional 457 deferred compensation plan (Mission Square) with a 6% contribution by the Village, auto allowance, outstanding health benefits with a 10% employee contribution, and generous paid leave accrual. Residency requirement is negotiable.

## HOW TO APPLY

Apply online at [www.GovHRUSA.com](http://www.GovHRUSA.com) with a resume, cover letter, and contact information for five professional references by September 27, 2024 for best consideration. The position is open until filled. Questions about the position are encouraged and may be directed in confidence to Maureen Barry, Senior Consultant, MGT (formerly GovHR USA) at Tel: 847-380-3240, x116.

The Village of Palatine is an Equal Opportunity Employer.

