



## Village of River Forest Position Description

<b>Position Title:</b>	Finance Director/Treasurer
<b>Department:</b>	Administration
<b>FLSA Status:</b>	Exempt
<b>Employment Status:</b>	Full Time
<b>Issue Date:</b>	May 2026
<b>Bargaining Unit:</b>	Non-represented

### Job Summary:

This position is responsible for the administration, management, and strategic oversight of the Village of River Forest's fiscal operations. The Finance Director leads all budgeting, accounting, financial reporting, investing, and expenditure activities for the Village.

The Finance Director ensures compliance with Village procedures as well as State and Federal accounting and reporting standards. The role includes significant discretion and independent judgment in financial planning, revenue projections, and long- and short-term fiscal strategy.

Work is performed under administrative direction and is reviewed through reports, meetings, and evaluation of results. The Finance Director is appointed by the Village President with the approval of the Village Board. For day-to-day operations, the Finance Director reports to the Village Administrator.

### Essential Functions and Duties:

*Essential functions as defined under the Americans with Disabilities Act (ADA) may include the following representative duties. This list illustrates typical responsibilities and is not an exhaustive description of all duties that may be assigned.*

- Prepares and oversees all Federal, State, and County fiscal reports and monthly financial reports to the Village Board;
- Leads development the annual budget and Capital Improvement Program, working in coordination with other department heads and the Village Administrator.
- Oversees key financial activities such as the annual audit and management of all Village investments;
- Plans, directs, and manages all Village fiscal operations, including Finance Department staff and maintenance of the accounting systems;
- Oversees the Village's water/sewer billing as well as the receipt and recording of all Village revenues;

- Advises Village Administrator, Village President, and the Village Board on fiscal policy, financial trends, data processing, employee benefits, and revenue generation;
- Provides guidance on various fiscal matters related to economic development, bond issuances, collective bargaining, employee benefits, tax increment financing districts and revenue generation.
- Oversees payroll administration and ensures compliance with IRS, personnel, and insurance reporting requirements;
- Serves as Treasurer for the Village's Police and Fire Pension Funds and acts as the Village's Authorized Agent to the Illinois Municipal Retirement Fund (IMRF);
- Manages the Village's investment portfolio and acts as custodian of Village financial resources to safeguard public funds;
- Collaborates with department heads on grant applications for State or Federal funding;
- Prepares the finance and budget agenda items for Village Board meetings;
- Participates on internal Village work teams as required or assigned;
- Maintains an awareness of proper safety procedures and guidelines;
- Maintains regular and predictable attendance at the Village Hall or other work site(s) as directed;
- Performs other duties as required.

**Required Knowledge, Skills and Abilities:**

*Successful candidates for this position must possess:*

Comprehensive knowledge of public financial management, budget preparation and municipal fund accounting;

Considerable knowledge of the rules and regulations governing municipal financial management and investments in Illinois;

Considerable ability to supervise and maintain effective working relationships with elected public officials and subordinates;

Ability to communicate effectively, both orally and in writing, and be tactful, yet persuasive to enforce Village fiscal policy on the various operating departments;

**Work Environment & Physical Demands:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

This is a sedentary job which requires a sighted individual for significant computer usage and significant reading and requires an individual with normal hearing for interviewing job applicants, interacting with employees and Village officials, as well as for significant telephone and direct contact with citizens.

Any Village employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

The Finance Director is expected to attend meetings of the Village Board as well as the Police and Fire Pension Funds. These meetings generally occur outside of regular business hours.

**Minimum Education, Experience & Training:**

*Successful applicants for positions in this class must possess:*

A master's degree in public administration, business administration, accounting, financial management, or a closely related field, or equivalent knowledge;

Six (6) to eight (8) years professional accounting experience including three years of experience in managing fiscal operations at a lower level (preferably in a local government setting); or an equivalent combination of training and/or experience.

**Special Requirements, Licenses or Certifications:**

CPA, CPFO, or CGFM designation is preferred; or the ability to obtain within 2 years of hire.

**Supervision Received:**

Supervised by the Village Administrator & Village President

**Supervision Exercised:**

Finance Department Staff

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive list of duties, responsibilities or requirements. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*