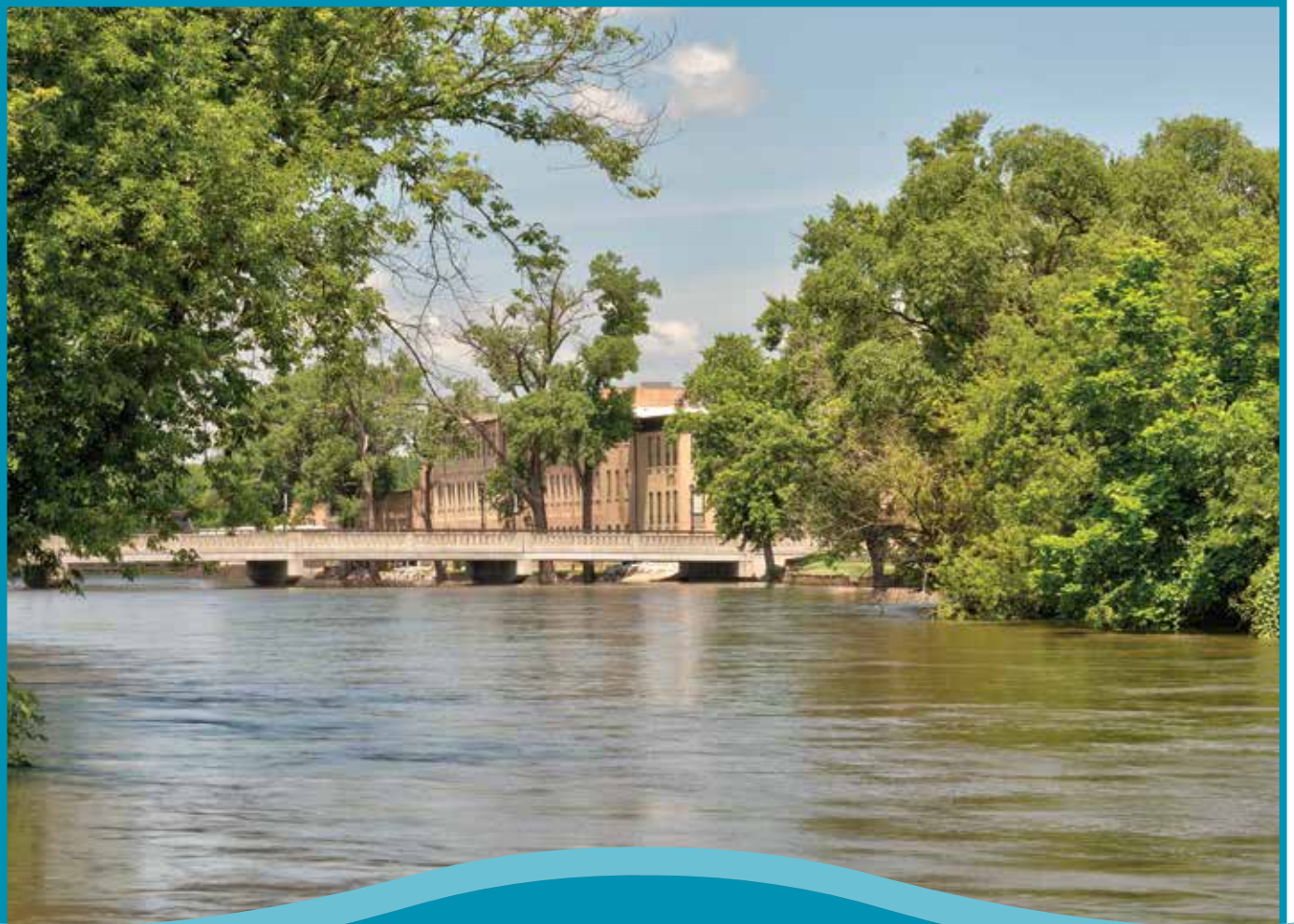


Village of Carpentersville
FINANCE DIRECTOR



Executive Recruitment



Village of Carpentersville
FINANCE DIRECTOR

Founded in 1887, the Village of Carpentersville has grown from a sleepy village on the Fox River to the thriving, active, and developed community it is today. Carpentersville encompasses 9 square miles, and is located in the far northwest suburbs of Chicago. Carpentersville has a diverse population with a wide range of cultures, races, and ethnicities.

Carpentersville steadily developed from its founding until the 1950's when it experienced a vast expansion of housing, manufacturing, and economic development on the east side of town. During the 1950s and 1960s, Carpentersville welcomed one of the nation's first large shopping centers, which was world-renowned for having the greatest number of stores under one roof, totaling 54 stores in 1957. Additionally, during this time, Carpentersville was recognized for constructing the largest span of housing subdivisions in the Chicago suburbs. In the 1990s and early 2000s Carpentersville again experienced enormous expansion and development, this time moving westward. Twenty-first century westward development offered diversified economic development and housing stock.

The Village of Carpentersville is a home rule municipality and operates under the Council-Manager form of government. The Board of Trustees consists of a Village President and six board members, each of whom is elected at large and serve a four-year term. Carpentersville is a full-service municipality operating a Fire Department as well as Water and Wastewater treatment facilities with 10,940 water/sewer utility accounts. Carpentersville employs approximately 164 full-time and 27 part-time employees in 7 departments including Fire, Police, Public Works, Administration, IT, Finance, and HR. Carpentersville has a General Fund budget of \$39,663,747 and an Enterprise budget of \$8,836,203.

This beautiful Fox Valley community offers a pleasant mix of small town charm with developed business, recreation, and social offerings creating a sense of community. Nearby highway access makes transportation and commuting more easily accessible for employment, entertainment, and travel.

CARPENTERSVILLE DEMOGRAPHICS



POPULATION 38,138

White: 32.2%
Hispanic or Latino: 50.5%
Black non-Hispanic: 8.1%
Asian non-Hispanic: 7.8%
Other: 1.4%

MEDIAN AGE 30.6
MEDIAN HOUSEHOLD INCOME \$62,620
TOTAL HOUSEHOLDS 10,824



COMMUNITY ATTRACTIONS & HIGHLIGHTS

OUTDOOR ATTRACTIONS

Raceway Woods is several hundred acres of beautiful hilly wooded landscape. The property is owned and maintained by the Forest Preserve District of Kane County and Dundee Township, and is a popular location for bicyclists, dog-walkers, and hikers.

Keith Andres Park is a hidden gem located on the east side of the Village, and its rugged terrain evokes a mini-Starved Rock landscape right here in the suburbs, as well as boasts a challenging mountain-biking course, developed and maintained by CAMBr. Andres Bike Park attracts local and out-of-state bike enthusiasts to the park on nice summer days.

Carpenter Park is centrally located in the Village and named after one of its earliest settlers. The park was renovated in 2017, which added numerous new amenities including a playground, a fenced softball field, basketball courts, a Frisbee golf course, a pavilion, a walking path, and a museum walk. Carpenter Park hosts many of the Village's large community and special events each year and has connectivity to the Fox River Trail through a multi-use path. The Fox River runs through the Old Town district of Carpentersville, and draws visitors for fishing, boating, canoeing, kayaking, sightseeing, bird watching, and more.

BUSINESS COMMUNITY

Carpentersville has a significant manufacturing base, 45+ restaurants, retail stores, service providers, and shops, both national and independently owned. The historic manufacturing buildings that line Main Street have undergone a dramatic transformation over the past 20 years, lining the community's Old Town district with prominent cream brick buildings that embellish the riverfront. Spring Hill Mall is uniquely located within parts of Carpentersville, although the majority of the mall's footprint is located in West Dundee. Both Carpentersville and West Dundee work cooperatively with the mall owner Brookfield Properties.

THE POSITION

The Village of Carpentersville seeks an experienced finance professional to join the dynamic and collaborative management team. The Finance Director is responsible for overseeing accounting, budget development and maintenance, financial reporting, purchasing, contracts, investment management, utility billing, and accounts payable. The Director also serves as the Village Treasurer.

This candidate will be an integral part of the management team and will be fundamental in making decisions that have a significant impact on budget development, economic development, capital planning, administration, and all policies affecting the overall fiscal health of the Village.

The department consists of 4 full-time and 2 part-time staff members, a blend of Village and contract employees, who are responsible for all financial accounting services including accounts payable, accounts receivable, payroll, customer service, and utility billing.

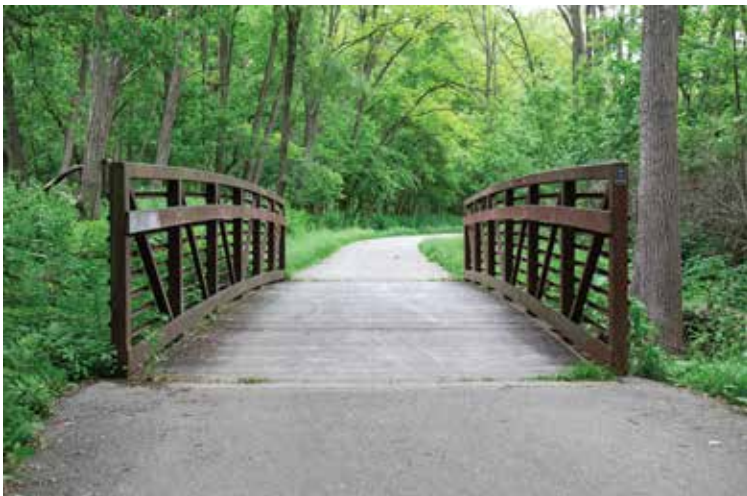
The Village's total annual budget for the current Fiscal Year 2022 is approximately \$83.6 million. The Village's budget is made up of a general fund, enterprise fund, debt service fund, capital projects fund, internal service fund, fiduciary fund, and special revenue funds, which include Motor Fuel Tax and 3 TIF districts.

The Village Board and Staff have consistently adhered to a rigorous review of fiscal policies and best practices established by the Illinois Municipal League and the Government Finance Officers Association (GFOA) to implement operational efficiencies whenever possible despite never losing focus on delivering the best quality service to our Residents and Businesses. This has contributed to our strong financial position and AA3 bond rating, a Triple Crown GFOA Award, a GFOA Comprehensive Annual Financial Report award and a GFOA Distinguished Budget Presentation Award. Additionally, the Village has made a concentrated effort to keep a flat tax levy for the last 5 years.



IDEAL CANDIDATE

- Demonstrated professional conduct with well-developed communication and interpersonal skills.
- A leader with a high level of EQ who will promote a culture of diversity, equity, inclusiveness, accountability, kindness, and respect.
- A leader who will coach, counsel, train, and develop employees, setting up the department for success.
- Demonstrated honesty, ethical actions and principles, and integrity.
- Commitment to providing Village residents and any other guest or contractor with the highest quality customer service.
- A calm demeanor during times of stress, providing thoughtful guidance to employees, department heads, and elected officials.



REQUIREMENTS & EXPECTATIONS

Bachelor's degree in accounting, business, or a related field

A minimum of five years of progressively responsible experience in fiscal administration and public accounting

Supervisory or staff management experience in any setting

A Certified Public Accountant is preferred, but not required

Thorough knowledge of the principles and practices of municipal accounting including budgeting, auditing and internal controls, purchasing, debt management, TIF, investments, standard business practices, and the laws and regulations relevant to municipal accounting and fiscal operations

COMPENSATION & HOW TO APPLY

The starting salary for the position is \$125,000 +/- commensurate with experience and qualifications. The Village offers a comprehensive benefits package that includes medical, dental, vision, and life insurance coverage, IMRF pension, flexible spending accounts, pre-and post-tax retirement savings plans, and supplemental insurance benefits.

Candidates interested in applying for the position of Finance Director should submit a cover letter, resume, and three professional references to HR@cville.org. Candidates should also complete an online application, or email a completed application to HR@cville.org. The position will remain open until filled.