



## Assistant Finance Director

POSTED ON JUNE 3, 2020 AND WILL REMAIN OPEN UNTIL FILLED.

### **Overview:**

The Village of Antioch is seeking qualified applicants for the position of Assistant Finance Director. This is a professional level position supervising all day-to-day functions of the Finance Department. The incumbent performs a variety of complex duties. General duties include organizing and directing the activities of the Finance Department, supervising the day-to-day operations of general accounting, payroll, accounts receivable, accounts payable, utility billing, treasury management and other financial areas. Coordinates the preparation of reports and the annual external audit. Assists in the budgeting process. Plans and conducts training and ensures coordination and communication of activities. Provides support to the Finance Director. The position reports directly to the Finance Director. Additional responsibilities include accounts receivable, cash and investment management, financial planning, technical accounting, and special projects as assigned. Excellent oral and written communication skills and analytical skills are essential. *Position description available upon request.*

### **Qualifications:**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or a related field. A Master's degree in Accounting, Finance, Business Administration or a related field is preferred. Active Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) is desired. A minimum of seven (7) years of progressively responsible professional accounting and administrative experience in local government finance, four (4) years of which must have been in a supervisory capacity.

### **Salary & Benefits:**

The salary range begins at \$76,772.80, + DOQ. An excellent benefits package is available.

### **How to Apply:**

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch  
**Attn: Lori Romine, Human Resources**  
874 Main St  
Antioch, IL 60002

Or email to:  
**[lromine@antioch.il.gov](mailto:lromine@antioch.il.gov)**

### **Equal Opportunity Employer:**

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.