



City of
PARK RIDGE
ILLINOIS

Assistant Finance Director



Executive Recruitment



Are you an emerging leader with experience in municipal Finance? Then the City of Park Ridge is interested in hearing from you!

The City of Park Ridge is looking for an energetic, forward thinking and fiscally responsible leader as our next Assistant Finance Director.

Candidates interested in applying for the position should submit their resume and cover letter, along with contact information for three (3) work-related references at <http://www.parkridge.us/jobs> by March 10, 2023.

Questions about the position may be directed to Katy Darr at (847) 318-5202 or kdarr@parkridge.us.



The Community

Park Ridge, Illinois is a picturesque suburb of 39,656 residents located 14 miles northwest of downtown Chicago, convenient to O'Hare Airport, major expressways, CTA and Metra trains.

The vibrant Uptown shopping area includes City Hall, the Metra station, Public Library and several charming parks where live music concerts and special events are held. Tree-lined streets, pleasing architecture, excellent schools and ample parks help make Park Ridge one of the most desirable family communities in the Chicago area.

Unique shops, famous name stores, and popular restaurants fill the Uptown area, where award-winning new buildings blend serenely with historic ones. The skyline is graced with cupolas, church spires and the 100-foot tower of the Art Deco Pickwick Theatre, which is on the National Register of Historic Places.

Park Ridge offers other shopping and dining convenient to every neighborhood, including South Park, Village Green, the Dee Park area bordering Oakton Ave. and the Higgins Corridor bordering Chicago.

Business is thriving in Park Ridge, with many new and family-run stores and restaurants available. Park Ridge is home to several trade and professional associations and two major hospitals (Advocate Lutheran General and Resurrection Health Care) plus numerous medical service offices.

Park Ridge is a prime residential community that retains its distinctive, small-town charm. As the tagline reads, it is truly "A WONDERFUL PLACE".

Park Ridge at-a-Glance

Population: 39,656
Land Area: 7.09 square miles
County: Cook
Median Home Value: \$426,700
Median Household Income (in 2019 dollars): \$111,642
Average Household Size: 2.6
Households: 14,197
Public Transportation: Metra Train and PACE Suburban Bus

Mission Statement

Enhancing our community through excellent city services, economic development, and quality of life in balance with the city's historic character.



The Organization

Park Ridge is a full-service Home Rule community with a Fiscal Year 2023 total budget of nearly \$87 million. City officials are elected for four-year terms. The mayor and city clerk are elected by the community at large. The City Council is composed of the mayor, city clerk and seven council members, one from each of the city's seven wards.

Park Ridge operates under a Council-Manager form of government, with the City Manager overseeing a staff of over 200 full-time employees organized under Administrative Services, Community Preservation and Development, Finance, Fire, Police, and Public Works. Five labor unions represent groups of employees in the Fire (IAFF), Police (MAP and FOP), and Public Works (IUOE), along with select other employees throughout the organization represented by (ICOPS).

The Department

Finance is responsible for preserving and enhancing the financial condition of the City, maintaining an effective accounting system and financial reporting, and collects all funds due to the City. The department is also responsible for preparing the operating budget, controlling records, accounting, purchasing and collection of all fees.

The Finance team has 11 full-time employees who administer the water billing program, customer service, purchasing, accounts payable, accounts receivable, payroll, and the financial operations software.

The Priorities

Provide excellent service delivery while containing costs. Continue process improvement measures to increase efficiencies, deliver excellent resident services, and continually provide services in the most cost-efficient manner.

Investment and Budgetary Strategy. With the Finance Director, continually monitor City funds to provide the best return on investment with minimum risk to principal. Create user friendly reports on the City's finances to provide transparency to the public and elected officials regarding the state of the City's finances.

Grant oversight. Consolidate oversight and management of all grants throughout the city. Utilize this information to provide guidance for departments and display work done by city employees to cut costs.

Maintain and enhance software. The City uses several platforms to provide services and maintain financial operations. Analyze these systems, their costs and benefits on a continual basis to determine potential enhancements to operations.



Education and Experience

Minimum Required Qualifications

Bachelor's degree in accounting, finance, public administration or other closely related field. A minimum of five years of progressively responsible experience in finance and supervisory functions.

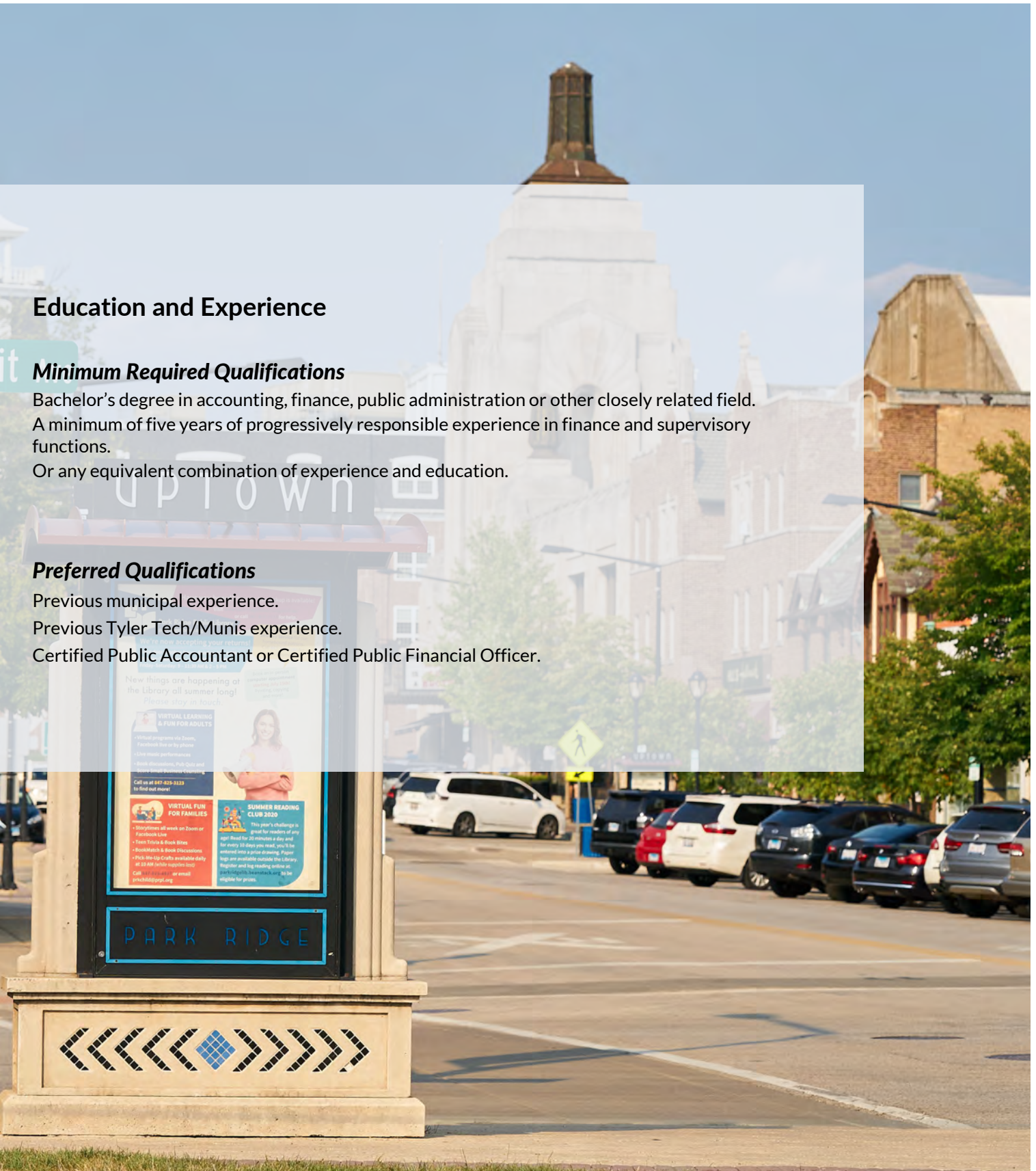
Or any equivalent combination of experience and education.

Preferred Qualifications

Previous municipal experience.

Previous Tyler Tech/Munis experience.

Certified Public Accountant or Certified Public Financial Officer.



Compensation and Benefits

Starting salary range is from \$113,520 - \$125,335, depending on qualifications. The city also offers a **GENEROUS BENEFITS PACKAGE**, including:



Health Insurance. BlueCross BlueShield at a 13% premium cost to employees with options of HMO (\$0 deductible) and PPO (\$1,000 individual deductible).



Dental Insurance. Delta Dental at a 13% premium cost to employees with an annual maximum of \$1,500 per person.



Term Life Insurance. Valued at the Assistant Finance Director's annual salary (\$300,000 maximum).



Flexible Spending Accounts. Contribute pre-tax contributions to health or dependent accounts to use for qualifying expenses.



Pension. Membership in the Illinois Municipal Retirement Fund, an employee and employer funded pension fund.



Paid Time Off. Earn twenty (20) days per year accrued on a bi-weekly basis.



Admin Leave. Three (3) days credited at the beginning of each fiscal year and upon the date of hire.



Paid Holidays. Eight (8) paid City holidays each year.



Professional Development. Professional membership dues and ongoing professional development training.



Tuition Reimbursement. Up to \$2,500 annually.



Employee Assistance Program. Free and confidential short-term counseling services, resources and work/life service specialists for employees and all household members.

Employees also have the option to participate in these employee-paid programs:

- Vision Insurance through VSP
- 457(b) Retirement Plans through Mission Square or Nationwide
- Additional Life Insurance offerings

How to Apply

Apply online at www.parkridge.us/jobs with a resume, cover letter and contact information for three (3) professional references by March 10, 2023. Questions about the position are encouraged and may be directed to Katy Darr, Human Resources Generalist, 847-318-5202 or kdarr@parkridge.us.

The City of Park Ridge is an Equal Opportunity Employer.



City of Park Ridge

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