

Job Vacancy Posting

Job Title: Finance Director; Job Location: Sauk Village, IL, 60411 United States;
Job Type: Full-Time; Dated Posted: February 26, 2010.

The Village of Sauk Village, located 30 miles south of the City of Chicago, in the Counties of Cook and Will, a municipality of approximately 10,000 residents, seeks qualified applicants for the full-time, at-will position of Finance Director. The Finance Director reports to the Chief of Staff and is responsible for daily financial record keeping and ensuring that accounting, budget and audit controls and systems are in compliance with state, federal and local rules and regulations. The Finance Director assists with the preparation and administration of the Village's budget, appropriation ordinance and audit on an annual basis and performs other tasks as assigned.

Requirements include, but are not limited to, a Bachelor's degree from an accredited college or university in Public Administration/Accounting or a related field or ten (10) years' equivalent work experience. Applicants must have a thorough knowledge of modified accrual and cash accounting, financial management and budgeting. Applicants will be required to successfully complete an extensive background check and a drug test. The position is an exempt position, pursuant to the Fair Labor Standards Act. Salary and benefits will be dependent upon qualifications. The position is eligible for participation in the Illinois Municipal Retirement Fund.

Qualified applicants should submit a letter of interest and resume, along with a list of all previous experience, to the Municipal Building, 21801 Torrence Ave., Sauk Village, IL 60411, Attention Chief of Staff (Brunetta Hill-Corley). Applicants may hand deliver or submit a letter of interest/resume by USPS mail or express mail by 5:00 PM March 18, 2010. The Chief of Staff will review all application materials received by the application deadline and recommend qualified candidates to the Mayor, who will appoint the employee subject to approval and Board of Trustees.