

Mokena, IL, population 20,305 is a progressive suburban community located approximately 35 miles southwest of Chicago in northeastern Will County. The Village of Mokena is a family-oriented community with outstanding schools, parks, and excellent municipal services. Mokena is a full-service community with a \$33.4 million total budget, including a \$10.3 million General Fund, a 'AA+' bond rating, low bonded debt, and healthy reserves. Mokena is a non-home rule community.

The Village of Mokena is seeking an experienced, team-oriented, finance professional to serve as its next Finance Director. This position is responsible for planning, organizing, and directing all financial operations and services of the Village including, but not limited to accounting, financial reporting, budget preparation, tax levy preparation, coordination of all phases of the annual audit, cash and debt management, investments, accounts payable and receivables, and payroll. Other responsibilities include overseeing health insurance, IT functions, and employee benefits/human resources. The position supervises the Accounting Assistant and shares supervisory responsibility for five customer service representatives.

The Village is seeking candidates with strong leadership and communication skills who wish to join a professional management team. The Finance Director is appointed by the Mayor and Board of Trustees and reports to a professional Village Administrator and serves on the Administrator's executive leadership team. All Village employees are expected to embrace the motto, "Where Our Customers Always Come First".

The successful candidate must possess a bachelor's degree. Candidates should also have five years of progressively responsible public sector experience and/or training. A master's degree or CPA is desirable. Additional qualifications to include (but not limited to) excellent communication and presentation skills (both oral and written), the ability to think pro-actively and develop strategic plans, and the ability to coordinate and work well with the management team/other staff members.

The annual salary range is \$128,308-\$138,939 (DOQ). The Village offers an excellent benefit package, including participation in the Illinois Municipal Retirement Fund, health, dental, and life insurance. Interested applicants should 1.) Review the full job description located on the Village webpage (www.mokena.org); 2.) Submit a cover letter; 3.) Submit a resume; and 4.) Submit a list of five professional references via U.S. Postal Service to the Village of Mokena, c/o Village Administrator, 11004 Carpenter Street, Mokena, IL 60448 or electronically to administration@mokena.org. Position open until filled. The Village of Mokena is an Equal Opportunity Employer.