



Naperville

EXTERNAL

EMPLOYMENT OPPORTUNITY

Job Title: Deputy Director – Finance 2045

Closing Date: When Filled

Salary: \$110,000 - \$140,000 annually, commensurate with experience

Job Type:

Location: , Naperville, Illinois

Department:

Job Description:

The City of Naperville is seeking applicants for the role of Deputy Director of Finance. The position serves as one of two deputy directors in the Finance Department who assist in managing the day-to-day operations of the Department. In this role, the ideal candidate will oversee key financial functions, such as accounting, payroll, billing, and revenue collections, and will assist the Finance Director in the development and monitoring of the annual budget. The Deputy Director ensures proper recording of all financial transactions; produces accurate and timely financial and statistical reports; and provides detailed research and analysis on complex financial issues to assist City leadership in making financial decisions.

Responsibilities:

- The Deputy Director is responsible for the supervision and the Accounting, Budget and Payroll functions of the Department, participating in the selection, training, motivation, and evaluation of personnel; providing team training; and working to develop staff and implements corrective measures, as needed.
- Serves as an integral member of the City's budget team in the development of the \$614 million-dollar annual budget and multi-year capital improvement plan; and oversees the compilation of the final budget document.
- Supervises the preparation of the City's annual audit and required financial reports in compliance with statutory requirements.
- Assists the Finance Director in the development and implementation of financial policies, procedures, goals, and objectives for the City and overall financial mission.
- Identifies opportunities for efficiencies in service delivery and potential impacts on revenues and expenses.
- Provides detailed analysis of debt service needs for the City; assists with the development of financial materials necessary for debt issuance.
- Represents the Finance Department to other City departments, elected officials, outside agencies, and the public; makes financial presentations at City Council and other governmental meetings.
- Participates on a variety of boards and commissions; attends and participates in professional meetings; and provides staff support and/or serves as a liaison to various boards and commissions.

Qualifications:

Required Credentials and Experience:

- Bachelor's degree in Accounting, Finance, Public Administration, or related field.
- Five years of financial work experience in a local government agency.
- Three years of management experience.
- Equivalent combinations of education and experience may be substituted.

Preferred Credentials and Experience:

- Graduate degree in Accounting, Finance, Business or Public Administration, or related field.
- Previous experience with Tyler/Munis software systems.
- Certified Public Accountant (CPA), Certified Public Procurement Manager (CPPM), or Certified Public Finance Officer (CPFO) designation.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 150,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>



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THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.