



CHIEF FINANCIAL OFFICER VILLAGE OF OAK PARK, ILLINOIS

First Review of Applications: February 26, 2024



The Community

Oak Park Village is a vibrant, welcoming community with historic architecture and vintage homes blended with the convenience of modern amenities. Located in Cook County, Illinois, nine miles west of downtown Chicago, the Village of Oak Park offers a distinctive urban/suburban lifestyle in a thriving, multi-cultural community. Well known for progressive values, tree-lined streets and bustling business districts, Oak Park serves as an ideal place to live, work and play.

As a longstanding community of choice, the Village benefits from convenient access to local and regional transit, high quality public schools, and arts and cultural attractions including Frank Lloyd Wright's home and studio and his acclaimed Unity Temple, which was recently designated as a UNESCO World Heritage Site. Oak Park was also the home of Percy Lavon Julian, one of the most accomplished African American scientists of the 20th century, industrialist, self-made millionaire, humanitarian and civil-rights pioneer who won worldwide acclaim for his research in chemistry, breaking the color barrier in American science more than a decade before Jackie Robinson did so in baseball, who discovered a way to turn soybeans into synthetic steroids on an industrial scale, enabling drugs like cortisone to be widely available to millions of arthritis sufferers.

The people who live and work in Oak Park have a keen sense of community. Intentionally and proudly diverse in race, religion, ethnicity, age, income level and lifestyle, Oak Park is committed to diversity, equity and inclusion principles that welcome, respect, and encourage the contributions of all its community members. With a tradition of citizen involvement, and accessible and supportive local government, the Village invites active participation in decisions that affect community members' lives, families, and way of life.

Oak Park is the 26th most populated municipality in Illinois with a population of 54,500. Oak Park is the birthplace of Ernest Hemingway and Betty White, and the former home of Edgar Rice Burroughs and other celebrities such as Ludacris and Joe Tinker.

[Click here for more about the Village of Oak Park.](#)



The Organization

The Village of Oak Park was incorporated in 1902 and operates under the council/manager form of government. This form of government was approved by referendum in 1953 and has been in effect since that time. The legislative body consists of the village president and a board of six trustees, all elected on an at-large basis with overlapping four-year terms. The Village Manager is responsible for all day-to-day operations and ensures the effective, efficient, and responsive delivery of quality of a full range of general governmental services, such as police and fire protection, public health, water and sewer utilities, street construction and maintenance, code enforcement, planning and zoning, and general administrative services.

Core Values

- * **Community:** We are committed to authentic, holistic engagement with our diverse community.
- * **Connection:** We are committed to organizational learning, teamwork, collaboration, and communication that drives connection and innovation within our organization and community.
- * **Service:** We are committed to service excellence with integrity, accountability, and fiscal stewardship to create a sustainable and equitable organization and community.
- * **Respect:** We are committed to the highest level of respect for everyone in our workplace and community, fostering an environment built around care, dignity, and recognition.
- * **Results:** We are committed to our shared vision of Oak Park and making a lasting difference in our community through the work we do for the Village.



THE DEPARTMENT

The Finance Department ensures the fiscal integrity of the Village by developing, maintaining, and administering all programs related to the accounting of municipal revenues and expenditures. With the support of 9 FTEs and a \$10.9 million approved budget, the Department, through its divisions of Administration, Accounting, Budgeting and Performance Management, Payroll, and Purchasing, manages purchasing, prepares financial and budget reports, manages utility and ambulance billing, and administers the municipal payroll and pension systems.



The Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for managing the Village's finances, including financial planning, analysis, budgeting, financial/accounting, record keeping and reporting, assessment and management of financial risks and emerging trends. Additionally, the CFO serves as a key member of the executive leadership team and is responsible for the development of the department's strategic plan, metrics, data analysis, safety & risk management, procurement, policy development, and all fiscal functions of the Village.

The CFO has the primary responsibility for managing the Village's finances, including financial planning and analysis, budgeting, financial/accounting record keeping and reporting, decision support and analysis, and assessment and management of financial risks and emerging trends. In addition, the CFO is responsible for strategic planning, metric and data analysis, safety and risk management, procurement, and policy development governing the above. Additionally, the CFO collaborates with the Village Manager, Executive Team members, and Village Board to develop, manage, implement, and continuously improve the organization's long-term financial plan to ensure fiscal sustainability resiliency, effective, efficient, and equitable service delivery.

The Village of Oak Park desires to hire a highly skilled professional who demonstrates a genuine desire to serve the organization and the community by delivering the highest level of excellence, efficiency, proficiency, professionalism, and service possible.

Opportunities for the CFO

The CFO will have an opportunity to create a high performing financial services organization that provides outstanding customer service, appropriate fiduciary controls, systems, information, and analysis, to internal and external customers. Additionally, the CFO will have an opportunity to:

- Evaluate the Finance Department operations, budget development and administration, financial management systems and supporting business applications, then formulate recommendations to enhance the overall effectiveness of all services and align these with established and approved Village goals.
- Spearhead the development and recommendations for financial strategies and plans to support implementation of a major, once in a generation public infrastructure and facility initiatives, which include the construction of a new Police Facility and redevelopment/or substantial renovation of the Village Hall.
- Lead, coordinate and oversee implementation of the Village Board's updated Goal of Community Affordability in partnership with the Village Manager, Executive Team members, and the Village Board.
- Lead Financial incentive framework, formal policy, and funding plan, to support effective implementation of the Village's updated vision and comprehensive plan for economic vitality that supports strategic growth of the Village's tax base.
- Anticipate and prepare the organization to meet emerging future challenges and trends.
- Build and maintain professional relationships across the organization that promotes candid data sharing, informed conversations and collaborative decision making as appropriate.
- Foster organizational accountability to commitments and deliverables. Monitor progress achieving budget objectives using the Financial Management Report, Strategy Maps, and metrics data.
- Continue the development of a Financial Planning and Analysis capability across the organization that provides financial analysis and decision support to the various operating organizations.
- Guide and lead the day-to-day activities of Accounting, Finance, Budget, Procurement and Safety/Risk Management.



Desired Capabilities

The CFO possesses expert knowledge of governmental accounting, budgeting, and finance, enjoys a profound understanding of investment programs, debt management, sales tax, and budget management, and is knowledgeable of principles and best-practices in financial trend forecasting, rate modeling, strategic financial analysis, public policy development and administration. Additionally, the CFO has a verifiable record of developing and implementing complex systems and processes across governmental organization, relying on critical, analytical and systems thinking that connects the dots in informative ways to identify trends and emerging issues. Additionally, the Village anticipates that that CFO will offer the following:

- Ability to evaluate complex business/service proposals/issues and develop appropriate solutions that optimize service delivery to the community with minimal financial risk.
- General understanding of laws relating to the role of CFO, as well as those relating to common civil claims asserted against the Village, its officials, and employees.
- Excellent people skills to effectively interact and influence management, staff, and key partners.
- Ability to foster collaborative working relationships among staff members to deeply understand organizational needs and deliver exceptional customer service.
- Demonstrated cultural competence to effectively interact, work, and develop meaningful relationships with people of various cultural backgrounds.
- Experience building teams, implementing processes and practices in an emerging leading-edge community is strongly desired.
- Strong learning orientation. Leverages all resources and is creative in ways of learning for self and others to continue adapting to changing issues and trends.
- Demonstrated capability in anticipating, adapting, and innovating Village practices and solutions effectively and right-sizing them to the needs of the organization.

The incumbent will establish and maintain effective and cooperative working relationships with all stakeholders, including internal customers, the public, and other agencies; provide exceptional customer service in all manner of communication including, walk-ins, responding to telephone calls, and/or written communication to assess needs; provide general information, including basic interpretation, to the public, development community, and other government agencies relating to Village planning, land use and development policies, procedures, and standards; and build relations with outside agencies.

Education and Experience

A bachelor's degree in finance, Business Administration, Public Administration or related field from an accredited college or university along with 8-10 years of progressively responsible senior management level experience in finance and accounting is required.

Compensation and Benefits

Oak Park Village offers a market competitive total rewards package that includes a base salary of \$175,000 (DOQ) and a comprehensive benefit package that includes participation in the Illinois Municipal Retirement Fund (IMRF), health and life insurance, vacation, sick leave, and other benefits including flexible working arrangements. Residency within Oak Park or within reasonable commuting distance is desired. Relocation assistance available.

Application and Selection Process

This announcement will remain posted until filled.

Interested candidates should email a cover letter, resume and five references to Assistant Village Manager/HR Director Kira Tchang at ktchang@oak-park.us. The Village of Oak Park may invite select applicants for virtual or onsite interviews after a review of references, background, and academic verifications with applicant's authorization.

The Village of Oak Park commits itself to diversity, equity, and inclusion by recognizing that creating mutually respectful, multicultural, and equitable environment does not happen on its own; it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other protected characteristics.

