



Village of Downs

211 S. Seminary, PO Box 18

Downs, IL 61736-0018

Voice/Fax: 309-378-3221

Email: Info@VillageOfDowns.org

Website: www.VillageOfDowns.org

POSITION TITLE:	Village Treasurer	DEPARTMENT:	Finance
LOCATION:	Village Hall	PAY:	Minimum \$21/hour or \$45,000 annual
FLSA STATUS:	Exempt, Administrative	PREPARE DATE:	June 23, 2023

Downs is a village in McLean County, Illinois with a population of approximately 1,201 residents. The Village of Downs provides services, including police protection, water distribution, sewer services, snow removal, building inspections, licenses and permits, and the construction and maintenance of Village streets, streetlights, water and sewer lines, and other infrastructure.

GENERAL PURPOSE

The Village Treasurer is responsible for overseeing and performing all duties of the Finance department with the assistance of the part-time assistant treasurer on a daily basis. The Village Treasurer is the budget officer and the TIF administrator. The Treasurer's tasks include preparing monthly and annual financial statements, supervising accounts payable, running biweekly payroll, performing human resource functions, leading the tax levy process, overseeing the annual audit, investing funds, and complying with state and federal reporting.

The nature of the work performed requires that the Village Treasurer establish and maintain effective working relationships with other Village employees, the Village Board of Trustees, Village Attorney, vendors, bankers, external auditors, state and federal officials, and the public.

SUPERVISION RECEIVED

The Treasurer works under the supervision of the Finance Trustee with direction from the Village President (Mayor) and/or Finance Committee.

SUPERVISION EXERCISED

The Treasurer supervises the part-time assistant treasurer (if applicable).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- As budget officer, oversees the development and creation of the entire Village budget and each fund's individual annual budgets
- As TIF Administrator, identifies TIF-eligible transactions, transfers funds, reports to the TIF Joint Review Board, and submits annual TIF reports to the state of Illinois
- Attends monthly Village Board of Trustee meetings and reports to the Board of Trustees
- Creates monthly financial reports at the Village and fund level
- Reconciles balance sheet accounts
- Oversees the accounts payable system
- Processes payroll biweekly
- Files federal and state payroll tax reports biweekly, quarterly, and annually

- Invoices customers monthly
- Plans, directs, and administers the accounting system for the Village
- Oversees the Village's debt management, works with local banks to obtain competitive equipment loans, analyzes debt capacity, and determines debt payment strategies
- Works closely with the external audit firm to ensure the completion of a timely audit.
- Provides recommendations and advice to the Mayor, Village Board, and other Village staff
- Update the GATA website that monitors grant activity for Village of Downs' grants
- Assist in completing grant applications and reports
- Attends continuing education institutes, workshops, and seminars

EDUCATION AND EXPERIENCE

The Village Treasurer will possess either a bachelor's degree in accounting or ten (10) years related accounting experience, with a minimum of five (5) years of increasingly responsible experience in accounting, financing, budgeting, and reporting in the private and/or government sector. The Treasurer must be bondable and have the ability to operate a personal computer using standard software appropriate to tasks including Google, Microsoft, Clerkbooks, and Quickbooks.

Ten (10) years of increasingly responsible experience in accounting, financing, budgeting, and reporting in the private and/or government sector is preferred. Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Chartered Financial Analyst (CFA), Certified Management Accountant (CMA), or similar professional financial license or designation is highly preferred. A master's degree in accounting or finance is highly preferred.

PERFORMANCE APPETITUDES

Data Utilization – Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, rank, investigate, and diagnose. Requires the ability to recognized interactive effects, patterns, and relationships. Data will include policies, procedures, reports, records, correspondence, forms, vouchers, permits, invoices, and manuals.

Human Interaction – Requires the ability to provide guidance, assistance, and/or interpretation to others, including co-workers and the public regarding financial policies, procedures, and standards. Requires the ability to communicate verbally and in writing in an accurate and concise manner with the Mayor, Board of Trustees, attorney, co-workers, police chief, customers, residents, vendors, and the public.

Technological Aptitude – Requires the ability to oversee, troubleshoot, and update the Finance department's computers, printers, and software. Requires the ability to operate a personal computer using standard software appropriate to tasks including Google, Microsoft, Clerkbooks, and Quickbooks.

Mathematical Aptitude – Requires the ability to perform addition, subtraction, multiplication, and division to calculate percentages and decimals.

Analytical and Critical Thinking – Requires the ability to identify and resolve inaccurate data and/or out-of-balance situations. Requires the ability to review and learn from past work or transactions.

Functional and Situational Reasoning – Requires the ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgement to adopt or modify methods to meet assigned objectives. Requires the ability to be decisive and creative.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current principles and practices of municipal finance operations.
- Knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles.
- Knowledge of the practices and procedures involved in identifying sources of revenue for a municipality.
- Knowledge of budgetary principles within a municipality.
- Knowledge of the use of information technology hardware and software current practices.
- Knowledge of all required meetings, financial filings, grant requirements including GATA and the associated due dates.
- The ability to supervise, train, evaluate, and lead the work of others.
- The ability to communicate effectively with others in written and verbal forms in both technical and non-technical language.
- The ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

TOOLS AND EQUIPMENT USED

Personal computer including standard software appropriate to tasks including Google, Windows, Microsoft Office Suite, Clerkbooks, and Quickbooks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, communicate, and listen. The employee is required to walk, use hands to finger, handle, and feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet.

APPLICATION GUIDELINES

The position is open until it is filled. Interested applicants should provide a cover letter, resume, and contact information to three (3) professional references along with a completed employment application to Treasurer@VillageofDowns.org. Questions may be directed to Julie Bakewell at the Village Hall at 309-378-3221. Only electronic submissions will be accepted.