



**City of Salem**  
**Finance Director**  
**Job Description**

- The City of Salem is a municipality with an annual budget of approximately \$18 million, managing over \$19 million in municipal accounts. The City maintains usual municipal functions, including, among others, City Hall, Police Dept, Street Dept, Parks and Recreation Depts, Animal Control, and Economic Development. The City is also a water, sewer, and natural gas utility.
- Have familiarity with general accounting practices and policies of units of government.
- Have familiarity with municipal fund accounting (use of dollars are restricted by function, State, and federal regulations).
- Supervise and direct relevant activities of Accounts Payable Clerk, Billing Clerk, Accounting Supervisor, and Utilities Clerk as it relates to activities and responsibilities of the Finance Director. Does not have responsibility for general control over these positions.
- Coordinate with City Treasurer on activities of the position, including monitoring of account balances with banks, pricing and purchasing approved debt instruments, etc.
- Monitor and implement daily, financial activities of the City and related account activities/balances. Close out City accounts on a monthly basis within 30 days of end-of-month. Prepare monthly revenue/expense reports for all City activities on at least a monthly basis.
- Assist City Manager with preparation of annual budget, especially revenue projections for the various taxes and fees received/collected by the City.
- Prepare annual property tax levy, with the ability to account for PTELL restrictions.
- Assist City department heads manage their spending relative to approved, annual City budget.
- Prepare for presentation of City accounts on an annual basis to auditors. Have experience presenting City accounts on an accrual basis.
- Attend bi-weekly City Council meetings for the purpose of advising City Council on all financial matters of the City and answering questions they may have. City Council meetings take place at 6 pm on the first and third Mondays of each month.
- Have familiarity with municipal financing tools for uses ranging from City operations to permanent, public works projects. Have familiarity with the use of bonds, bank/government, and inter-fund loans.
- Have the ability to assist the City make use of new financial technologies, including but not limited to online payment processing, including new technologies that may arise.

- Have the ability to monitor and review sufficiency of utility rates and make revenue projections given predicted utility usage.
- Monitor sufficiency of balances for City health insurance accounts and make transfers accordingly.
- Assist City Manager and Economic Development Director in the review of loan applications made to the City for economic development projects. Create loan amortization schedules and monitor loan repayments and performance.
- Assist the Police Pension Board with oversight of Pension Fund investments. Have ability to apply best practices and provisions of Illinois regulations to operation and performance of the Pension Fund.
- Have willingness to participate in Statewide associations of finance directors and to take advantage of continuing education opportunities with the intent to continue growth in and knowledge of position.
- Residency within the City of Salem is not required.