The Western Illinois Regional Council has the following challenging and exciting job opportunity available due to an internal promotion.

**FINANCE DIRECTOR**

Job Summary: Under the supervision of the Executive Director, the Finance Director is responsible for all matters relating to the fiscal management of, and budgeting for, the Western Illinois Regional Council and the Community Action Agency, including Victim Services, and other programs having a major financial impact on overall operations and finances. These are two distinct and multi-faceted agencies, providing community development and social services to member units of local governments and residents within six counties of western Illinois.

**Job Duties:** Implement and oversee in-house computerized accounting system for two separate agencies, including the preparation/maintenance of general ledgers, cash receipts/disbursements, and payroll systems. Prepare and oversee agency and grant program budgeting and allocation of costs between programs based on goals, current revenue, expenses, and past performance. Prepare payroll tax returns, monthly bank reconciliations and financial statements, and interim and final financial reports to the grantor agencies. Prepare year-end data and schedules for use in the audit process, as well as be the contact source for information during the audit process. Prepare all required fiscal related reports for presentation to funding sources, state/federal agencies, and Boards of Directors. Oversee essential Human Resources related functions. Supervise staff within the Fiscal Department. Be available to travel to meetings, trainings, or presentations as needed in the performance of job duties. Perform related tasks as assigned by the Executive Director.

**Job Qualifications:** Bachelor’s degree in finance or accounting and two years’ related experience or an associate degree in finance or accounting and four years’ related experience. Possess spreadsheet and general ledger software/systems proficiency. Experience in maintaining confidential information is essential. Must be familiar with the audit process and have experience working directly with auditors. Strong analytical and numerical skills are required. Knowledge of public sector grant accounting, budgeting, and multi-program tracking is preferred.

**Compensation:** A competitive salary and fringe benefits package is provided including profit sharing, generous vacation, sick and personal leave accruals, and 100% employer paid premiums for employee health, dental, and vision insurance.

**Process:** To be considered for this exceptional career opportunity, submit your cover letter with resume (reflecting years and months of employment, as well as size of budgets managed), and 3 references to Tracy Camden, Executive Director, Western Illinois Regional Council, 133 West Jackson, Macomb, Illinois, 61455, or emailed to [wirc@wirpc.org](about:blank) Applications will be accepted until the position is filled. **No phone calls** **please.** Equal Opportunity Employer