

COUNTY OF KANE

OFFICE OF COMMUNITY REINVESTMENT
Community Development Division

Scott Berger, Director



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EMPLOYMENT OPPORTUNITY

Job Title Assistant Director for Finance and Administration

Office/Department Office of Community Reinvestment

Salary \$92,053 to \$120,819 DOQ

Hours 35 HRS/WK

Description The Assistant Director for Finance & Administration is responsible for managing the finance, budgeting, administration, and reporting for multiple funding awards received by the Office of Community Reinvestment. The Office's Community Development Division's receives multiple annual grants aimed at addressing housing needs, neighborhood improvements, and human services, primarily from the U.S. Department of Housing and Urban Development. The Office's Workforce Development Division receives annual allocations under the Workforce Innovation and Opportunity Act, from the U.S. Department of Labor (via the Illinois Department of Commerce & Economic Opportunity). This includes 8-12 special revenue funds and multiple sub-funds with a combined annual budget of approximately \$20 million. This position will ensure compliance with all Federal and State reporting requirements, relevant OMB Circulars, and the policies of DCEO.

The Assistant Director will primarily be responsible for the development and implementation of financial policies and processes that assure compliance with all funder regulations and requirements. This will include the ability to evaluate, implement and manage complex accounting, and fiscal and budgetary systems. It also includes the ability to apply complex regulations, evaluate complex fiscal issues and develop a course of action. Reporting to the Director of the Office of Community Reinvestment, this position will supervise a staff of 4 and provide leadership to and collaborate with the Office's other Assistant Directors, program managers, program staff, finance teams and external agencies to ensure efficient financial administration, adherence to grant guidelines and successful project execution under several different grant programs.

Qualified applicants will have a bachelor's degree in accounting, finance, business administration, or a related field, and at least five years of progressive experience in financial management and project/grant accounting, preferably in a governmental or grant-funded not-for-profit environment. Advanced knowledge of the principles, theories, and practices of accounting, particularly regarding governmental/nonprofit

budget and finance administration including GAAP and GASB standards is required. Applicants should be familiar with OMB's Uniform Grant Guidelines. A master's degree and/or CPA is preferred, but not required. Experience in a supervisory capacity is required. Applicants should be proficient in the use of financial management software, grant reporting systems, the preparation of budgets and financial statements, and compliance filings. A strong work ethic, proactive nature, and team-oriented attitude are essential. Benefits include health, pension, vacation and holidays.

How to Apply

Please go to www.countyofkane.org under the "Employment" tab to complete the online application and EEO form, upload your cover letter, resume and references. Applicants must pass criminal background check. EEO Employer/Program.

Post Date

04/24/2024

Deadline Date

Open until filled.