

## City of East Dubuque, Illinois

### City Treasurer

As the City Treasurer you will play a pivotal role in managing and overseeing the financial operations of the City. This leadership position requires a highly organized strategic thinker who can guide financial decisions, ensure compliance with budgetary regulations, and provide expert financial advice to the Mayor, City Manager and department heads. You will be responsible for maintaining fiscal integrity, promoting transparency, and maximizing the efficient use of public funds.

### Key Responsibilities:

- 1. Financial Planning and Budgeting:** Assist with developing and managing the annual budget, working closely with department heads and the City Manager to allocate resources effectively and efficiently.
- 2. Financial Reporting:** Prepare and present comprehensive financial reports, including balance sheets, income statements, and cash flow statements, to senior leadership, elected officials, and the public.
- 3. Compliance:** Ensure compliance with all local, state and federal financial regulations.
- 4. Work with outside consultant to develop and implement a system of financial controls utilizing a state-of-the-art suite of municipal finance software.**
- 5. Risk Management:** Identify and mitigate financial risks through sound financial practices and insurance strategies.
- 6. Public Engagement:** Foster transparency by developing financial information is accessible and understandable for the public.
- 7. Strategic Planning:** Contribute to the development and execution of the government's long-term financial and strategic plans.

### Qualifications:

- \* Significant coursework in finance, accounting, public administration or a related field required. Accounting degree preferred.
- \* CPA (Certified Public Accountant) or CGFM (Certified Government Financial Manager) certification strongly preferred. Willing to scale position for these qualifications.
  - \* Extensive experience in governmental finance, including budgeting, financial reporting, and compliance.
    - \* Strong knowledge of government accounting standards (GAAP and GASB).
      - \* Excellent communication and interpersonal skills.
      - \* Ability to work collaboratively with diverse stakeholders.
      - \* Integrity, ethical judgment, and commitment to public service.

### How to Apply:

Interested candidates are invited to submit a resume, cover letter, and professional references to [bseitz@cityofeastdubuque.com](mailto:bseitz@cityofeastdubuque.com).

Please include "City Treasurer Application" in the subject line. Deadline for Application: Open until filled.

**Salary and Benefits:**

Competitive salary for small city commensurate with experience and qualifications. Benefits package includes excellent PPO health insurance through Blue Cross-Blue Shield, including optical, dental and pharmacy. Fully funded retirement plan, and paid time off.

**Equal Opportunity Employer:**

We are an equal opportunity employer and welcome applications from candidates of all backgrounds, genders, races, religions, sexual orientations, and abilities. Join our team and help shape the financial future of our community.

**Job Type:** Full-time (part-time possible for ideal candidate)

**Salary:** Competitive for small city

**Benefits:** \*Excellent Health Insurance

\* Dental Insurance

\* Flexible Spending Account

\* Health Insurance

\* Life Insurance

\* Paid Time Off

\* Parental Leave

\* Retirement Plan

**Physical Setting:** Office

**Schedule:** 8 Hour Shift, Monday to Friday

**Ability to Commute/Relocate:** East Dubuque, Illinois: Reliably commute or planning to relocate before starting work (Required)

**Experience:** Accounting: 1 year (Preferred)

**License/Certification:** CPA (Preferred)

**Work Location:** In person

Bob Seitz, City Manager

City of East Dubuque

261 Sinsinawa Avenue

East Dubuque, Illinois 61025

Phone 815-747-3416 | Fax 815-747-2973

[bseitz@cityofeastdubuque.com](mailto:bseitz@cityofeastdubuque.com)

Resume, cover letter, and copies of certifications and accreditations are strongly encouraged.

**Applications will be reviewed as received.**

Applications will be accepted until position is filled.