

POSITION ANNOUNCEMENT: Finance Director

Agency: Orland Fire Protection District, Illinois

Position Type: Full-Time, Exempt

Reports To: Fire Chief

Salary Range: \$110,000 – \$130,000 (Commensurate with qualifications)

Job Summary

The Orland Fire Protection District is seeking an experienced, fiscally responsible professional to serve as its next **Finance Director**. Under the administrative direction of the Fire Chief and the oversight of the Board of Trustees, the Finance Director acts as the Chief Financial Officer (CFO) for the District. This role is responsible for planning, organizing, and directing all fiscal and accounting operations, including the annual budget, property tax levy administration, cash management, payroll, and regulatory compliance specific to Illinois special districts.

Key Responsibilities

- **Budget & Appropriations:** Lead the annual budget and appropriation ordinance development process, working collaboratively with the Fire Chief and division commanders to project revenues and expenditures.
- **Tax Levy Administration:** Manage the District's annual tax levy process, ensuring complete compliance with the Illinois Property Tax Code and local Truth in Taxation requirements.
- **Financial Reporting & Auditing:** Oversee general ledger accounting, maintain fund accounting standards per GASB (Governmental Accounting Standards Board) guidelines, and coordinate the annual independent financial audit resulting in the Annual Comprehensive Financial Report (ACFR).
- **Payroll & Benefits Management:** Supervise complex payroll operations, coordinate reporting for the Illinois Municipal Retirement Fund (IMRF), and manage specialized public safety pension obligations or health/benefit administration.
- **Treasury & Debt Management:** Monitor cash flow, oversee investments in accordance with Illinois public fund investment laws, and assist with debt service or capital asset financing.
- **Internal Controls:** Formulate, implement, and update robust internal financial controls and procurement policies to safeguard public funds.

Minimum Qualifications

- **Education:** Bachelor's degree from an accredited college or university in Accounting, Finance, Public Administration, or a closely related field.
- **Experience:** Minimum of five (5) to seven (7) years of progressively responsible experience in governmental accounting, municipal finance, or public sector fiscal administration.
- **Knowledge:** Thorough working knowledge of Generally Accepted Accounting Principles (GAAP), GASB standards, and Illinois property tax and special district statutes.
- **Certifications:** Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation is highly preferred.

Benefits & Compensation

The District offers a comprehensive compensation package, including participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan, competitive health, dental, and vision insurance, and paid time off.

Application Process

Qualified candidates should submit a cover letter, resume, and three professional references to a.stevenson@orlandfire.org by October 10, 2026.