



ANDREW MANAR
CHAIRMAN

MACOUPIN COUNTY BOARD

215 SOUTH EAST STREET • P.O. BOX 535 • CARLINVILLE, IL 62626 • TELEPHONE 217/854/3341
FAX 217/854/6015

JULIA WATSON
VICE CHAIRPERSON

FINANCE MANAGER WEB POSTING AUGUST 13, 2010

MICHELE A. ZIPPAY
CLERK

JOB DESCRIPTION

BOARD MEMBERS

Under the direction of the County Board, the Finance Manager will be responsible for oversight of the County's finances including revenues, expenditures, and all aspects of employee benefits.

District 1
MORRIE FRASER
LARRY LUX
ROBERT VOJAS

The Finance Manager will:

District 2
ANDREW MANAR
OLIVER SCHWALLENSTECKER
FRANCIS WIESEMAN

- provide the Board with budget/policy recommendations for consideration and review and analyze all budget requests from county departments to ensure the effective and economical use of limited public resources
- consult, plan and assist county officials including the treasurer, clerk and assessor regarding fiscal matters
- develop and implement efficiencies in county government operations
- act as the County's personnel and benefits administrator including (but not limited to) managing all aspects of employee benefits including health, dental and life insurance and pension benefits through IMRF
- coordinate grant writing for operational and capital expenditures

District 3
FRANK S. LONG
PAUL QUIRK
JULIA H. WATSON

Ideal applicant should possess the following skills:

District 4
MARK DRAGOVICH
DAVID THOMAS
MICHAEL ALLAN ZIPPAY

- a thorough knowledge of fiscal procedures and practices in order to assist in all aspects of fiscal management
- excellent oral and written communications skills
- experience in grant writing and reporting to State and Federal governmental agencies and non-for-profit organizations
- experience in basic web development
- general knowledge of State and local government
- high proficiency in Microsoft Word, Excel and PowerPoint
- experience handling confidential material

District 5
JOE NOVAK
RUTH ANN POMATTO
JIM ZIRKELBACH

OTHER IMPORTANT INFORMATION FOR APPLICANTS

District 6
JUDY BACON
WILLIAM A. HARDING
ROBERT K. QUARTON

Hours of Work: Hours of work vary depending on the schedule of meetings of the County Board which may occur during evening hours. A typical work day would begin at 8:30 a.m. and end at 4:30 p.m. with one hour of lunch.

District 7
BERNIE KIEL
GLENN NICHELSON
VERA PRATT

Salary & Benefits: Salary negotiable on experience. Health, dental and life insurance provided through the County's plan. Position qualifies for IMRF.

District 8
DARRELL BELLM
FRANCES GOODMAN
TONY WIGGINS

Other Information: Bachelors degree in a related field of work would be preferred.

RESUMES

District 9
RAYMOND COATNEY
LYNDAL HERSCHELMAN
CHRISTOPHER YOWELL

Applicants may submit a cover letter, a complete resume and three letters of reference to Macoupin County Board Office, Chairman Andrew Manar by the close of business on September 14, 2010. Submittals may be made via:

Mail: PO Box 535, Carlinville, IL 62626
Fax: 217.854.6015
E-mail: chairman@macoupincountyil.gov
Note: Only scanned .pdf documents will be accepted via e-mail.

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**APPLICANTS BEING SOUGHT FOR THE POSITION OF
MACOUPIN COUNTY GOVERNMENT FINANCE MANAGER**

The Macoupin County Board is seeking to hire a Finance Manager to ensure the effective and economical use of public resources. Under the direction of the County Board, the Finance Manager will be responsible for oversight and reporting of the county's finances including revenues, expenditures and all aspects of employee benefits. The ideal applicant should possess a thorough knowledge of fiscal procedures and practices in order to assist in all aspects of fiscal management and have grant writing experience. Bachelor's Degree in a related field of work would be preferred. Salary is negotiable. This advertisement is not a full job description. Deadline for submitting a resume is close of business on September 14, 2010. For information on how to submit a resume and to view the complete job description go to www.macoupincountyil.gov and click on "*Finance Manager Job Posting*".