



WILL COUNTY REGIONAL OFFICE OF EDUCATION

116 N. CHICAGO STREET, SUITE 400 • JOLIET, ILLINOIS 60432

PHONE: (815) 462-5400 • FAX: (815) 462-5402 • WWW.WILLROE.ORG

Dr. Lisa Caparelli – Ruff, *Regional Superintendent* Mr. Paul Preuss, *Assistant Regional Superintendent*
Dr. John Sparlin, *Chief of Staff* Mr. Luke Pavone, *Director of H.R. & R.O.E. Services*

The Director of Finance serves as the chief financial steward for the Will County Regional Office of Education (ROE), providing strategic leadership and oversight of all fiscal operations. This role is responsible for budget development and management, financial reporting, grants and compliance oversight, internal controls, and ensuring adherence to all applicable state and federal regulations. The Director of Finance collaborates with cabinet leadership to support informed decision-making, promote fiscal transparency, and ensure the responsible and effective use of public funds in support of the organization's mission and services. This position supports the mission, vision and goals of the Regional Superintendent of Schools and acts as an effective and professional representative of the ROE.

Responsibilities:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The duties and responsibilities listed below are illustrative and represent typical work assignments for this position; they are not all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate, manage, and train appropriate ROE staff using Finance software and procedures.
2. Direct all ROE financial operations and serve as lead administrator for financial systems, ensuring accurate general ledger maintenance, system oversight, and fiscal transparency while monitoring internal control policies, procedures and processes.
3. Initiate, direct, administer, and monitor the ROE annual budget in alignment with organizational priorities.
4. Under the direction of the Regional Superintendent, oversee investments, cash management, grants, accounts payable and receivable, and all required governmental financial reporting.
5. Serve as Payroll Coordinator and TRS Administrator.
6. Ensure compliance with statutory and regulatory financial reporting requirements, including grant expenditure reporting in IWAS, ongoing general ledger review and adjustments, TRS/THIS/IMRF, audits, and ISBE submissions.
7. Manage preparation of year-end financial statements, supporting schedules, and documentation for submission to external auditors.
8. Prepare required annual ROE county budget information.
9. Serve as treasurer for affiliated non-profit organization, ensuring accurate reporting, compliance, and timely filing of all required financial documents.
10. Prepare and present regular financial reports to the ROE Cabinet to support informed decision making, ensure financial integrity, compliance, transparency, and long-term sustainability of ROE operations, including financial projections and long-range cash flow analysis to support ROE strategic planning.

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11. Participates in regular meetings with District CSBO network.
12. Work collaboratively with colleagues and other departments within the ROE in the execution of office functions and programming.
13. Participate in relevant professional learning opportunities sufficient to ensure professional growth in meeting the needs of the position.
14. Exhibit an excellent attendance record.
15. Maintain a professional and welcoming environment conducive to supporting those the ROE serves and staff collaboration.
16. Any and all responsibilities assigned by the Assistant Regional Superintendent or Regional Superintendent.

Knowledge, Skills, and Abilities

The following knowledge, skills and abilities are applicable to this position:

1. Fund accounting experience required, experience with modified cash basis method of accounting preferred.
2. Proficiency with fund accounting software required, experience in SDS (Specialized Data System) preferred.
3. Experience with accounts payable, accounts receivable, payroll, and budgeting.
4. Proficiency overseeing grant expenditures and revenues.
5. Experience monitoring financial transactions, managing month-end close, and producing and presenting clear, easy to understand financial reports.
6. Ability to complete fiscal year-end close and coordinate the preparation of year-end financial statements in their entirety.
7. Knowledge and experience with the annual financial audit process.
8. Strong communication skills.
9. Supervise, evaluate, and provide professional development for Finance Department staff.
10. Strong working knowledge of computer systems and digital tools, including SDS (Specialized Data System), word processing, spreadsheets, presentations, email, and database platforms; demonstrated proficiency with Microsoft Office applications, ISBE/IWAS, FRIS and Google Workspace is required to effectively support organizational operations.
11. Ability to work effectively and collaboratively with ROE districts, staff, and vendors, while also demonstrating the initiative and judgment to work independently as required.
12. Strong organizational skills.
13. Ability to receive constructive feedback, self-reflect and modify practice as needed.
14. Ability to maintain confidentiality.
15. Valid driver's license, access to a vehicle and current automobile insurance.

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Education - Master's degree in Finance, Accounting, or Management required.

Experience - Minimum of 5 years in the field, with at least 2 of those years in a management position required.

Licensure - CSBO (Chief School Business Official) endorsement preferred

Terms of Employment

- Full-time, twelve (12) month year.
- Work hours, scheduling and assignments are at the discretion of the Assistant Regional Superintendent, Regional Superintendent or designee and per ROE policy.
- The work location for this position is the Will County ROE.

Benefits: Health, Dental, Vision and Eye insurance

Salary Range: \$95,000 - \$105,000

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