



West Suburban Consolidated Dispatch Center

400 Park Avenue
River Forest, IL 60305

Executive Director
bstaunton@wscdc.org
708.771.9112 Office
708.771.9119 Facsimile

Finance / Human Resources Analyst

The West Suburban Consolidated Dispatch Center (WSCDC) is currently accepting applications for the position of full-time Finance/Human Resources Analyst. WSCDC is a primary PSAP and answers calls and dispatches Police, Fire and EMS for the Villages of Forest Park, Oak Park, and River Forest.

ESSENTIAL JOB FUNCTIONS

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential function of the job at any time.

- The Finance/HR Analyst is responsible for the overall administration of the finances of the agency and the human resources responsibilities for all agency employees.
- Responsible for developing, managing and reviewing the agency budget under the direction of the Executive Director.
- Ensures that all finance tasks and procedures are completed correctly including accounts payable, accounts receivable, investing and monthly reporting.
- Recommends selection of a variety of outside vendors and contractors including but not limited to: auditors, health insurance brokers, insurance companies, payroll services, elective benefit options, office supplies and vending services.
- Maintains all personnel records.
- Oversees agency's compliance with regard to Family and Medical Leave Act (FMLA), American Disability Act (ADA), Fair Labor Standards Act (FLSA) and other state and federal applicable personnel laws. Assists with FMLA administration.
- Administrator for the agency's medical and life insurance and additional benefit offerings.
- Communicate effectively, both orally, in writing, and via various forms of electronic media, with all levels of management and technical/non-technical staff.
- Assists with coordinating, planning, training and implementation of all administrative systems and practices.
- Administers or makes recommendations for routine personnel issues including: recruiting, hiring, training, scheduling work hours, granting leave, monitoring absenteeism and submitting such records and reports as required by West Suburban Consolidated Dispatch's policies and procedures.
- Functions within a collective bargaining agreement.
- Performs any other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age.
- A high school diploma or equivalent is required.
- Must be of strong moral and ethical character.
- Must possess a valid driver's license.
- Strong analytical and logical problem solving skills.
- Proficient in the English language including the proper usage, spelling, punctuation and grammar.
- Strong interpersonal skills to include; one on one, counseling and presentations.
- Proficient in Microsoft Office, including Microsoft Word, Outlook, Excel and PowerPoint.

Must be able to successfully pass a thorough background investigation and drug screening.

PREFERRED QUALIFICATIONS

A strong candidate will also have experience in the following areas:

- Post secondary degree in finance, management, or related field or equivalent job experience.
- Three (3) years of experience in human resource management.
- Three (3) years of experience in finance, including payroll, accounts payable, accounts receivable, budgeting, reporting and general accepted accounting principles.
- Compliance with employment law including: FMLA, ADA, FLSA, and unemployment administration.
- Collective bargaining agreement management experience.
- Finance software and advanced spreadsheet skills.

PHYSICAL/MENTAL REQUIREMENTS

- The employee regularly works in an indoor or office environment and while performing the duties of this job is regularly required to sit and use repetitive hand motion.
- The employee is frequently required to talk, hear, stand and walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Must have the ability to read and discern visual images on a variety of media with 20/20 corrected vision.
- Must hear speech out of both ears in the normal range of 30 DB at 500 to 2000 Hz range.
- Must be able to speak and communicate clearly over telephone.
- Must be able to work under stressful situations, have good cognitive skills and awareness of work accuracy as well as be able to concentrate on more than one task at a time.
- Must be in sound physical health as determined by a certified licensed physician with no evidence of the use of controlled substances.
- Must be articulate and comfortable speaking in front of others

The preceding statements are illustrative of the functions of the job and West Suburban Consolidated Dispatch Center retains the right to modify or change the duties or essential functions of the job at any time.

The Finance/Human Resource Analyst salary range is \$52,000 – \$67,000 depending on experience. WSCDC offers HMO or PPO medical plans, medical flexible spending, dental and eye insurance, life insurance, IMRF, and ICMA (457).

Interested applicants can email their resumes and three professional reference to Executive Director Brian Staunton at bstaunton@wscdc.org.

All applicants are required to send their resumes and references to the email above. The deadline is Monday, November 18, 2024.

If you have any further questions please contact:

Executive Director Brian Staunton at 708-771-9112.