

E-COM Dispatch Center

Finance Manager

Job Description

Salary and Classification

- Salary Range: \$75,000 – \$97,500
- FLSA Status: Non-Exempt
- Bargaining Unit Status: Non-Bargaining
- Reports To: Executive Director
- Working Hours: Employee is scheduled to work eight hours per day, with one fifteen-minute paid break and a thirty-minute unpaid lunch period. Standard schedules are Monday through Friday, either 8:00 a.m. – 4:30 p.m., 8:30 a.m. – 5:00 p.m., or 9:00 a.m. – 5:30 p.m.

Application Instructions: Email resumes to **employment@ecom911.net**. Applications accepted **September 30, 2025, through October 15, 2025**.

Position Overview

The Finance Manager is a key member of the leadership team at E-COM, responsible for ensuring accurate, transparent, and compliant financial operations. The role requires strong attention to detail, organizational skills to meet deadlines, and clear verbal and written communication. Working closely with the Executive Director, the Finance Manager oversees accounting functions including cost, payables, reporting, and budget development, while maintaining financial records, managing grants, and preparing audits.

In addition to financial oversight, the Finance Manager supports human resources functions by onboarding new employees, administering employee benefit programs on an annual and ongoing basis, and serving as the primary liaison for IMRF reporting and compliance. This position plays a critical role in strengthening financial processes, supporting grant and budget activities, and building trust with member communities during a time of significant organizational growth.

Formed through the 2024 merger of E-COM and SouthCom, the Center is entering a period of expansion that will culminate in the creation of the Southland Communications Center

in early 2026. Southland will serve approximately 175,000 residents across 13 communities, supporting 26 police and fire departments with a workforce of more than 50 employees.

This is an on-site position currently based at the E-COM Dispatch Center, 1154 Ridge Road, Homewood, Illinois, and will transition in Spring 2026 to the new Southland Communications Center facility at 3700 W. 183rd Street, Hazel Crest, Illinois.

Essential Duties and Responsibilities

- Manages financial transactions to ensure accuracy, accountability, and transparency.
- Accurately processes accounts payable and receivable, ensuring invoices are reviewed, coded, and submitted for payment in accordance with Center policy.
- Coordinates with vendors regarding invoices, purchase orders, and payment discrepancies to ensure timely resolution.
- Coordinates payroll reporting and employee benefit deductions with contracted payroll providers.
- Maintains accurate financial records, including ledgers, reconciliations, and supporting documentation for audits.
- Maintains organized digital and physical filing systems for financial documents, contracts, and supporting records in compliance with retention requirements.
- Assists in preparation of the annual and monthly operating and capital budgets, including revenue and expenditure tracking.
- Oversees budget tracking, grant reimbursement documentation, audit preparation, Illinois Municipal Retirement Fund (IMRF) reporting, and Annual Financial Report (AFR) submissions.
- Ensures compliance with the Grant Accountability and Transparency Act (GATA), 2 CFR 200 Uniform Guidance, Generally Accepted Accounting Principles (GAAP), and applicable Illinois fiscal requirements.
- Oversees preparation of periodic financial reports and required filings to ensure compliance with laws, regulations, and internal policies.
- Prepares grant reimbursement requests and maintains compliance with state and federal grant requirements.

- Coordinates and processes employee onboarding, including collection of new hire documentation, payroll setup, and enrollment in retirement and benefit programs.
- Administers and oversees employee benefits packages, including annual open enrollment, payroll deductions, and coordination with carriers to ensure compliance.
- Compiles and distributes monthly financial reports for the Operating Committee, Finance Committee, and Board of Directors.
- Serves as a point of contact for member units of local government regarding contributions, assessments, and billing questions.
- Drafts and distributes financial correspondence to member agencies, vendors, and auditors as needed.
- Supports the Accountant and external auditors by gathering required documentation, schedules, and reconciliations.
- Coordinates with auditors during reviews and ensures all organizational accounting policies and procedures are documented and followed.
- Capable of resolving escalated issues arising from day-to-day financial operations, requiring coordination with other departments and member agencies.
- Ensures compliance with all organizational accounting policies and procedures; may assist in training staff on financial protocols.
- Serves as primary liaison for IMRF reporting and compliance, including employee enrollments, contributions, and annual reconciliations.
- Coordinates Finance Committee schedules, financial reporting calendars, and deadlines for budget adoption, AFR submission, and audit preparation.
- May train staff in proper financial procedures and internal control compliance.
- Performs other duties as assigned by the Executive Director.

Minimum Qualifications

- Associate's degree in Accounting, Finance, Business Administration, or related field, or an equivalent combination of education and experience.
- Minimum of three (3) years of progressively responsible experience in accounting, finance, or governmental administration.

- Knowledge of Generally Accepted Accounting Principles (GAAP) and government finance practices.
- Proficiency with Microsoft Excel, Word, and financial software applications.
- Experience with payroll, benefits administration, and retirement systems such as IMRF.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities under deadlines.
- Effective written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

Preferred Qualifications

- Bachelor's degree in Accounting, Finance, or related field.
- Knowledge of Governmental Accounting Standards Board (GASB) principles and practices.
- Experience with Illinois municipal finance, 9-1-1 grants, or other state/federal grant programs.
- Familiarity with intergovernmental agreements and cost-sharing formulas.
- Prior experience in a public safety or government environment.
- Proficiency with QuickBooks or similar accounting software.
- Experience with Paylocity or other payroll processing systems.
- Working knowledge of IMRF reporting and compliance.

Working Conditions

- Standard office environment with occasional evening or weekend work to meet deadlines.
- Extended periods of computer work and document review.
- Requires comfort working independently for extended periods with limited day-to-day social interaction.
- Position requires occasional local travel to member government facilities, mail services, and bank institutions.

Physical Abilities

- Ability to operate standard office equipment.
- Ability to lift files, boxes, and materials weighing up to 25 pounds.
- Ability to sit for extended periods while performing tasks.