

Comptroller

Charleston, Illinois

Charleston, IL (17,286) – The City of Charleston, Illinois is seeking an organized, analytical, and trustworthy accounting professional who is gifted in municipal budgeting, tax levies, and governmental fund accounting to become its next Comptroller.

Charleston is the County Seat in Coles County, Illinois, and is the home of Eastern Illinois University. Charleston is in central Illinois at the intersection of State Route 16 and State Route 130. Charleston is just minutes away from I-57 and is three hours south of Chicago, IL, two hours east of St. Louis, Missouri, and two hours west of Indianapolis, Indiana. Given its strategic location, Charleston serves as a regional draw for retail, health care, recreation, and industry. Charleston is home to several diverse large employers that contribute to the city's economic stability and quality of life in the community. Eastern Illinois University serves as the community's largest employer and is considered a tremendous community partner. Sarah Bush Lincoln Hospital located on State Route 16 is another tremendous community partner that provides top-of-the-line health care for the region. Vesuvius, Rural King, and Charleston School District #1 provide numerous employment opportunities.

The City of Charleston is a statutory City Manager Form of Government where the City Manager is appointed by the Mayor and City Council. The Comptroller serves on the City's Executive Staff and reports directly to the City Manager. The current Comptroller has been recently promoted to the Deputy City Manager's position which has created this wonderful opportunity. The City is in strong financial condition, experiencing significant sales tax revenue increases over the past three fiscal years, currently maintains an A++ Bond Rating, and is well below the statutory general obligation debt limit. Copies of the City's recent municipal budgets, property tax levies, and audited financial statements may be found on the City's website www.charlestonillinois.org.

The Comptroller serves as the City Treasurer and oversees nine funds within an approximate \$42,000,000 annual budget and has daily oversight of four full-time employees and four part-time employees. The Comptroller inspects the collection of salaries, invoices, unpaid bills, and asset management for the City.

Duties Include:

- Preparation and maintenance of the annual budget and tax levy
- Oversight of the Water Department and the collection of accounts receivable
Review of accounts payable disbursements and credit card purchases
- Preparation of various annual reports including Public Act 97-0609, pension reporting (40 ILCS 5/3/143), and the GEMT cost report
- Management of the City's investment program
- Lead the City's annual financial statement audit process and prepare required management statement and reports
- Supervises the City's purchasing process and compliance
- Preparation of the monthly financial reports for Mayor, Council and Management Team and City Council

- Maintains the City's property and casualty insurance program along with asset management

The Comptroller's Office utilizes Tyler Technologies New World Enterprise Resource Planning (ERP) as its financial software. The City's Fiscal Year begins May 1st of each year. The City begins its annual budget process in January of each year.

The City Manager is seeking a confident and diplomatic professional with excellent audit oversight, tax levy, and fund management skills to be the next Comptroller. The ability to relate to the staff, department directors, the City Council, and the Mayor and create a fair and consistent environment is essential. The City Manager is also particularly interested in candidates who have tax levy experience, fund management experience and are Certified Public Accountants.

Ideal Candidate will possess:

- A Bachelor's Degree in accounting, finance, or a related field from an accredited university.
- Certified Public Accountant is preferred.
- Five years of accounting and management experience.
- A proficient knowledge of governmental fund accounting.

Compensation and Benefits:

The anticipated starting annual salary range is between \$100,000 and \$115,000 – based on education and previous experience. This is a full-time, exempt position with the City. Charleston offers an extremely competitive and comprehensive benefits package that includes very affordable medical and dental coverage (also available to dependents), life insurance, Flexible Spending Account, and vacation leave. Charleston also offers paid holidays, sick leave, professional development, and retirement through the Illinois Municipal Retirement Fund (IMRF).

Selection Process:

Interested Candidates should apply online with a resume, cover letter, and contact information for five professional references by September 28, 2026. The first review of resumes is scheduled for October 9, 2026.

Electronic submissions are required.

Apply at: apply@arndtmunicipalsupport.com

For questions contact:

R. Scott Smith

Tel: 217-549-1192

The City of Charleston is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.