



COUNTY OF KENDALL, ILLINOIS HUMAN RESOURCES & INSURANCE

Kendall County Office Building
504 South Main Street, Room 201

Yorkville, Illinois 60560

Monday, March 2, 2026 at 5:30 p.m.

MEETING AGENDA

1. Call to Order
2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. [*MOTION \(VV\): Approval of Agenda \(page 1\)](#)
4. [*MOTION \(VV\): Approval of Minutes for the December 1, 2025 Human Resources & Insurance Committee Meeting \(pages 2- 5\)](#)
5. Committee Reports and Updates
 - A. Monthly Benefits Report (pages 6-7)
 - B. Monthly Human Resources Department Report (page 8)
6. New Committee Business
 - A. [*MOTION \(VV\) \(Forward to CB 3/18/2026\): Approval of New Technology Administrative Specialist Job Description \(pages 9-14\)](#)
 - C. [*MOTION \(VV\) \(Forward to CB 3/18/2026\): Approval of New Finance Department Intern Job Description \(pages 15-18\)](#)
 - D. [*MOTION \(VV\) \(Forward to CB 3/18/2026\): Approval of Revised Administration Department Intern Job Description \(pages 19-22\)](#)
 - E. [*MOTION \(VV\) \(Forward to CB 3/18/2026\): Approval of Revised Finance Analyst Job Description \(pages 23-26\)](#)
 - F. [*MOTION \(VV\) \(Forward to CB 3/18/2026\): Approval of Revised Finance and Budget Analyst Job Description \(pages 27-31 \)](#)
 - G. [*MOTION \(VV\) \(Forward to CB 3/18/2026\): Approval of Revised Kendall County Organizational Chart and Headcount \(pages 32-34\)](#)
7. Old Committee Business
8. Chairman's Report
9. Public Comment
10. Executive Session
11. Items for Committee of the Whole
12. Action Items for County Board
 - A. Items for Consent Agenda
 - B. Items under Committee Business
13. [*MOTION \(VV\): Adjournment](#)

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time.



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE
Kendall County Historic Courthouse
110 West Madison, Courtroom,
Yorkville, IL 60560**

Meeting Minutes for Monday, December 1st, 2025, at 5:30 p.m.

Call to Order

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:43 P.M.

Roll Call

Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg

Attendee	Status (Present/Absent)	Arrived	Left Meeting
Ruben Rodriguez	Present	5:22	6:00
Jason Peterson	Absent	-	-
Elizabeth Flowers	Absent	-	-
Zach Bachmann	Present	5:42	6:00
Matt Kellogg	Present	5:15	6:00

Others Present: Human Resources Director Leslie Johnson, Human Resource Senior Generalist Jill Boreham, and Human Resources Generalist Yohantz Miggins

Approval of Agenda:

Member Kellogg made a motion to approve the agenda, second by Member Bachmann. **With all present members voting aye, motion carried.**

Approval of Minutes for the November 3, 2025, Human Resources & Insurance Committee Meeting:

Member Bachmann made a motion to approve the minutes, second by Member Kellogg. **With all present members voting aye, the motion carried.**

Committee Reports and Updates:

A. Monthly Benefits Report:

The monthly benefits report can be found on pages 6 and 7 of the meeting packet. If County Board members have any questions about this report, they are encouraged to reach out to Chief Deputy Bob Jones in the Treasurer's Office.

B. Monthly Human Resources Department Report:

Director Johnson introduced the new Senior Human Resource Generalist Jill Boreham to the Committee. Director Johnson referenced the Human Resources Department's monthly report in the packet and provided the Committee with the following additional highlights: The Human Resources Department and the Treasurer's Office have coordinated several webinars and in person presentations with several of the County's employee benefits vendors to educate County employees about the various benefit offerings. Also, Director Johnson informed the Committee that the bargaining team recently reached a tentative agreement with the Teamsters for a successor collective bargaining agreement for the Facilities Management Department bargaining unit. Director Johnson thanked the County Board members and the various bargaining teams for their assistance in negotiating seven (7) different union contracts in the last year and a half.

New Committee Business:

A. 2026 Human Resources & Insurance Committee Meeting Schedule

Member Kellogg made a motion to approve the 2026 Human Resources & Insurance Committee meeting schedule, second by Member Bachmann. **With all present members voting aye, motion carried.**

B. New Fitness for Duty Policy (Section 5.15 in the Kendall County Employee Handbook)

Member Kellogg made a motion to forward the New Fitness for Duty Policy to the Kendall County Board for approval, second by Member Bachmann. Director Johnson explained this new policy provides management with the ability to request an employee complete a fitness for duty examination by an independent medical provider in limited circumstances when it is unclear if the employee is able to safely perform the essential functions of the position with or without reasonable accommodation. **With all present members voting aye, motion carried.**

C. Revised Wage and Salary Policy (Section 7.1 in the Kendall County Employee Handbook)

Member Bachmann made a motion to forward the Revised Wage and Salary Policy to the Kendall County Board for approval, second by Member Kellogg. **With all present members voting aye, motion carried.**

D. Revised Personal and Banked Sick Leave Policy (Section 8.1 in the Kendall County Employee Handbook)

Member Bachmann made a motion to forward the Revised Personal and Banked Sick Leave Policy to the Kendall County Board for approval, second by Member Kellogg. Director Johnson explained the proposed revisions are necessary to capture the updated procedures following the implementation of Executime and the transition of payroll services to the Human Resources Department. **With all present members voting aye, motion carried.**

E. Revised Voting and Election Judge Leave Policy (Section 8.3 in the Kendall County Employee Handbook)

Member Bachmann made a motion to forward the Revised Voting and Election Judge Leave Policy to the Kendall County Board for approval, second by Member Kellogg. Director Johnson explained this policy needed to be updated to reflect recent updates to applicable law. This revised policy adds unpaid leave for election judges, which is required pursuant to state law. **With all present members voting aye, motion carried.**

F. Revised Military Leave Policy (Section 8.5 in the Kendall County Employee Handbook)

Member Bachmann made a motion to forward the Revised Military Leave Policy to the Kendall County Board for approval, second by Member Kellogg. Member Kellogg asked Administration to update the Kendall County Board Rules of Order to allow Board Members to attend County Board meetings remotely due to military service to comply with the recent changes with state law. **With all present members voting aye, motion carried.**

G. Revised Blood and Organ Donor Leave of Absence Policy (Section 8.13 in the Kendall County Employee Handbook)

Member Kellogg made a motion to forward the Revised Blood and Organ Donor Leave of Absence Policy to the Kendall County Board for approval, second by Member Bachmann. Director Johnson explained the revisions to this policy are required to comply with recent changes to state law. **With all present members voting aye, motion carried.**

H. New Family Neonatal Intensive Care Unit Leave Policy (Section 8.14 in the Kendall County Employee Handbook)

Member Bachmann made a forward the New Family Neonatal Intensive Care Unit Leave Policy to the Kendall County Board for approval, second by Member Kellogg. Director Johnson explained this policy will be required due to a new state law that takes effect on June 1, 2026. Director Johnson informed the Committee that the policy could be adopted effective January 1, 2026, when the other policies presented tonight become effective, or the Committee could wait to make this policy effective on June 1, 2026, when the new law goes into effect. The Committee

recommended the policy take effect on January 1, 2026. **With all present members voting aye, motion carried.**

Old Committee Business: None

Chairman's Report: None

Public Comment: None

Executive Session: None

Items for Committee of the Whole: None

Action Items for County Board:

Director Johnson will provide the 2026 Committee Schedule to Administration Department so it can be included in the Kendall County Board's annual meeting schedule.

Items for Consent Agenda:

The Committee requested Agenda Items B through G be placed on the Consent Agenda for the Kendall County Board meeting.

Items under Committee Business:

The Committee requested Agenda Item H be placed under "Standing Committee Business" for the Kendall County Board meeting.

Adjournment:

Member Bachmann made a motion to adjourn, second by Member Kellogg. **With all present members voting aye, the motion carried. The meeting was adjourned at 6:00 p.m.**

Respectfully Submitted,
Yohantz Miggins
Human Resources Generalist
Kendall County, Illinois

FY 2026 Medical and Dental Plan Enrollments

<p>HMO - B04425 Current Premiums</p> <p>Employee Only 26</p> <p>Employee + Spouse 4</p> <p>Employee + Children 4</p> <p>Employee + Family 17</p> <p>Subtotal 51</p>	<p>HDHP - 632602 BCO Current Premiums</p> <p>Employee Only 11</p> <p>Employee + Spouse 4</p> <p>Employee + Children 1</p> <p>Employee + Family 8</p> <p>Subtotal 24</p>
<p>HDHP - PM1646 Current Premiums</p> <p>Employee Only 117</p> <p>Employee + Spouse 27</p> <p>Employee + Children 19</p> <p>Employee + Family 49</p> <p>Subtotal 212</p>	<p>HDHP - 632603 BCO Current Premiums</p> <p>Employee Only 2</p> <p>Employee + Spouse 1</p> <p>Employee + Children 0</p> <p>Employee + Family 2</p> <p>Subtotal 5</p>
<p>HDHP - PM1648 Current Premiums</p> <p>Employee Only 5</p> <p>Employee + Spouse 2</p> <p>Employee + Children 1</p> <p>Employee + Family 2</p> <p>Subtotal 10</p>	<p>Dental ASO Current Premiums</p> <p>Employee Only 170</p> <p>Employee + Family 157</p> <p>Subtotal 327</p>

Retirees/COBRA (12/1/25 -11/30/26) (50 Retirees /1 COBRA)			
Vision	Family	10	493.11
Vision	Single	15	302.40
Medical	Family	1	9,400.62
Medical	Single	5	17,182.45
Dental	Family	31	5,482.67
Dental	Single	16	6,175.79
TOTAL		78	39,037.04

FY 26 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$7,276,994

31.13% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	495675	545868	555400										\$1,596,943	6,333,003	25.22%
Delta Dental Premium	28351	29552	29959										\$87,861	336,053	26.15%
Securian Life Premium	635	629	640										\$1,905	7938	24.00%
Health Savings Account	568500	7500	2925										\$578,925	600,000	96.49%
TOTALS	\$1,093,162	\$583,549	\$588,923	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,265,634	7,276,994	31.13%

FY 25 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,968,341

98.48% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	502888	490076	494684	504213	494378	485512	479386	495305	498417	489529	496269	495701	\$5,926,358	6,016,241	98.51%
Delta Dental Premium	27987	28067	28384	28934	28542	27911	27633	28227	28305	28425	28625	28511	\$339,553	340,763	99.64%
Securian Life Premium	0	618	631	635	632	625	625	637	631	699	642	637	\$7,012	7837	89.48%
Health Savings Account	0	557250	14000	-6150	6375	3000	3375	4500	625	3000	3125	500	\$589,600	600,000	98.27%
FSA Admin Fee	118	121	-118	0	0	0	0	0	0	0	0	0	\$121	3,500	3.47%
TOTALS	\$530,993	\$1,076,133	\$537,581	\$527,632	\$529,927	\$517,048	\$511,019	\$528,669	\$527,978	\$521,654	\$528,662	\$525,348	\$6,862,645	6,968,341	98.48%

FY 24 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$7,144,922

94.48% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	951670	489801	474064	479759	498476	491948	502924	488397	490926	497320	488655	-7590	\$5,846,348	6,230,253	93.84%
BCBS Dental Premium	39526	28294	45175	28046	28019	28259	28330	27820	27936	28096	27934	-325	\$337,108	303,332	111.14%
BCBS Life Premium	624	661	642	636	632	637	651	623	634	630	631	469	\$7,469	7837	95.31%
Health Savings Account	125	529125	3875	5500	4500	3875	875	6750	1250	500	1750	0	\$558,125	600,000	93.02%
FSA Admin Fee	98	102	129	129	129	118	121	121	121	121	118	118	\$1,425	3,500	40.71%
TOTALS	\$992,043	\$1,047,982	\$523,885	\$514,070	\$531,756	\$524,836	\$532,902	\$523,712	\$520,867	\$526,666	\$519,087	-\$7,329	\$6,750,476	7,144,922	94.48%

FY 23 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,430,808

96.07% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121	431875	431265	436721	433971	434132	456685	-8013	\$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	55462	\$300,799	381,879	78.77%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	\$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	\$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	\$1,204	3,500	34.40%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$462,764	\$468,681	\$432,882	\$464,230	\$486,633	\$49,424	\$6,178,287	6,430,808	96.07%



**KENDALL COUNTY HUMAN RESOURCES DEPARTMENT
REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE
March 2, 2026**

Here are a few highlights from the Human Resources Department for the month of February 2026:

COMPLIANCE & RISK MANAGEMENT:

- ICRMT and IPMG are updating their online claims administration software to a new program called “Origami”. All members of the Human Resources team completed online training on how to use the new system, which rolled out in February. The Origami system provides new reporting features and is intended to improve efficiency in the claims reporting and claims administration process.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- The Human Resources Department has completed recruitment for the new Technology Systems Administrator. The selected candidate has accepted the offer and is undergoing a background check, with an anticipated start date in March pending successful completion.
- The Human Resources Department is currently recruiting for three roles: a new part-time Human Resources Assistant, a new full-time Finance Director, and a full-time Deputy Circuit Clerk for the Kendall County Circuit Clerk’s Office.
- On February 19, Payroll Specialist Brenda Benz and Senior Human Resources Generalist Jill Boreham attended Aurora University’s job fair to promote the County’s open positions and summer internship program. The event generated strong interest, and numerous internship applications were received. Applications have been forwarded to the appropriate departments and elected offices, with interviews expected to begin in mid- to late March.
- The Kendall County internship application process is now fully digital. An online application has been created in the Munis Recruitment module, improving efficiency and recordkeeping for internship recruitment.
- **Welcome to the following individuals who joined Kendall County during the month of February:** Christina Stafford (Fiscal Director, HHS), Madison Aurenz (Part-Time Kennel Technician, Animal Control) and Christine Buccieri (Purchasing Specialist, HHS).

MISCELLANEOUS:

- We are now providing HR support to the Kendall County Forest Preserve District. In February, this included collecting and converting personnel files to searchable electronic records in Laserfiche, preparing HR forms, reviewing job descriptions, and completing offboarding.
- We moved into our new office space at the Kendall County Office Building. It is wonderful! A big thank you to everyone who made this renovation and move possible!
- With the payroll transition, we received 55 boxes of historical payroll records that must be retained. We are working with the Sheriff’s Office to explore scanning and converting them into searchable electronic files, and we appreciate their support in this effort.



Kendall County Agenda Briefing

Meeting Type: Human Resources & Insurance
Meeting Date: 3/2/2026
Subject: Technology Administrative Specialist
Prepared by: Leslie Johnson
Department: Human Resources

Action Requested:

Approval to forward the new Technology Administrative Specialist Job Description to County Board for approval.

Board/Committee Review:

On 1/29/2026, the Budget & Finance Committee approved the funding for this new position.

Fiscal impact:

Annual salary of \$52,500 / FY26 cost: \$26,250

Background and Discussion:

The attached is a job description for a new position in the Information, Communication and Technology Department - the Technology Administrative Specialist. Funding for this new position was previously approved by the Budget & Finance Committee.

Staff Recommendation:

Staff recommends approval of the job description.

Attachments:

New Technology Administrative Specialist Job Description

TITLE: Technology Administrative Specialist
DEPARTMENT: Information, Communication and Technology
SUPERVISED BY: Chief Information Officer
FLSA STATUS: Non-Exempt
APPROVED: TBD

A. Position Summary:

Provides administrative assistance in all areas of the Information, Communication and Technology Department (“Technology Department”), including but not limited to budget preparation, vendor procurement, accounts payable and receivable management, website maintenance, and other clerical and project-based functions that effectively organize, coordinate, and support the Technology Department in implementing its functions, procedures, and responsibilities.

B. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

1. Administrative Duties:

- a. Serves as the Administrative Assistant for the Technology Department.
- b. Provides administrative assistance to the Technology Department with the general affairs of the department and special assigned projects, as assigned by the Chief Information Officer.
- c. Types, sends, and files letters, correspondence, and other records on behalf of the Technology Department.

2. Budget and Financial Management Duties:

- a. Assists the Chief Information Officer with budget preparation, monitoring, and reporting for the Technology Department.
- b. Collects and presents data, develops reports, and completes special projects as they pertain to the Technology Department budget accounts.
- c. Tracks invoice payments and certain contracts for budget purposes and reviews certain budget line items for the Technology Department.
- d. Assists in preparation of Excel spreadsheets including creating tables, forms, templates and updating reports and charts.

3. Procurement and Accounts Management Duties:

- a. Serves as the primary contact for ordering technology equipment, software, and services from approved vendors.
- b. Manages and processes accounts payable claims and vouchers for the Technology Department.
- c. Manages and processes accounts receivable for the Technology Department, including billing for shared services and regional partnerships.
- d. Orders and manages the Technology Department’s office supplies and inventory.

Kendall County Job Description

- e. Maintains vendor relationships and coordinates with procurement staff as needed.

4. Website and Communication Support Duties:

- a. Assists with Technology Department website upkeep, including posting updates and announcements when needed.
- b. Assists the Chief Information Officer in managing the administration of the County's ERP (Enterprise Resource Planning) application, including workflow management, adding power users, and completing other actionable administrative items.
- c. Creates and manages user accounts for County systems as directed by Technology staff.
- d. Updates various County informational lists for public and organizational distribution.
- e. Assists in the preparation of PowerPoint presentations for the Technology Department's needs.

5. Records Management Duties:

- a. Organizes the Technology Department's files and process records disposal applications to the Local Records Commission.
- b. Assists with Freedom of Information Act requests for the Technology Department, as assigned.

6. Miscellaneous Duties:

- a. Handles confidential matters daily relating to all functions of the Technology Department and maintain the confidentiality of such information.
- b. Complies with all applicable federal and state laws, ordinances, regulations, policies, and procedures regarding or relating to assigned job duties.
- c. Maintains regular attendance and punctuality.
- d. Performs other duties as assigned.

C. Supervisory Responsibilities:

This job has no supervisory responsibilities.

D. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

1. Language Skills:

- a. Ability to research, read and interpret documents and instructions.
- b. Ability to prepare documents, reports, and correspondence.

Kendall County Job Description

- c. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- d. Requires proficient knowledge of the English language, spelling and grammar.

2. **Mathematical Skills:**

- a. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- b. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- c. Ability to work with budget data and financial reports.

3. **Reasoning Ability:**

- a. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- b. Ability to deal with problems involving several concrete variables in standardized situations.
- c. Ability to interpret financial data contained in reports and ledgers.

4. **Skills, Knowledge, and Abilities:**

- a. Strong organization and multi-tasking skills.
- b. Excellent prioritization skills and the ability to meet deadlines.
- c. The ability to display a positive, cooperative, professional and team orientated attitude.
- d. The ability to listen, understand information and ideas and work effectively with county personnel and elected officials.
- e. The ability to independently complete projects and follow guidance.
- f. Proficient knowledge of MS Office Suite, particularly Excel for budget tracking and reporting.
- g. Experience with accounts payable and accounts receivable processes.
- h. Ability to learn and use specialized software systems, including financial and procurement systems.
- i. Knowledge of office practices, principles of modern record keeping, setup, and maintaining filing systems.
- j. Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.
- k. Ability to work with confidential information with discretion and maintain professional boundaries.

5. **Education and Experience:**

A minimum of either (a) an Associate's Degree from an accredited college or university and a minimum of at least three (3) years of experience as an Office

Kendall County Job Description

Manager or Administrative Assistant with financial/budget experience or (b) an equivalent combination of work experience and education is required.

6. Certifications, Licenses, Registrations

- a. Any and all certificates and registrations as required for the specific duties performed.
- b. Current and valid driver's license.

E. Physical Demands:

While performing the duties of this job, the employee must be able to:

- a. Frequently sit for long periods of time at desk or in meetings;
- b. Frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to forty (40) pounds;
- c. Use hands to grip, handle, type, write, and/or feel;
- d. Reach, push and pull with one and/or both hands and arms;
- e. Talk and hear in person and via use of telephone;
- f. Specific vision abilities include close and distance vision, depth perception, and the ability to view computer monitors and screens for extended periods of time; and
- g. Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

F. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- a. Mostly inside environmental conditions except when outside traveling between various buildings/locations in Kendall County to perform assigned job duties.
- b. The noise level in the work environment is usually quiet to moderately quiet.
- c. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.
- d. Employee may be required to provide own transportation to travel to and from meetings, trainings, conferences, etc.
- e. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

Kendall County Job Description

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 3/2/2026
Subject: Approval to forward the new Finance Intern job description to the County Board for approval
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the new Finance Intern job description to the Kendall County Board for approval

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

With the creation of the Finance Department, we are requesting approval of the attached new job description for a Finance Department intern. This internship will provide hands-on experience for students interested in public finance, accounting, or related fields.

Staff Recommendation:

To forward the new Finance Intern job description to the County Board for approval.

Attachments:

1. New Finance Intern Job Description

Kendall County Internship Job Description

TITLE:	Intern
DEPARTMENT:	Finance
SUPERVISED BY:	Finance Director
FULL TIME/PART TIME:	Part Time (Hours vary)
FLSA STATUS:	Non-Exempt
UNION STATUS:	Non-Union
APPROVED/REVISED:	TBD

I. Position Summary:

The Finance Department Intern supports the Kendall County Finance Department in its oversight of public finance, budgeting, and accounts payable functions for Kendall County. This position offers hands-on experience in local government finance and provides opportunities to work closely with Finance Department staff on a variety of administrative and project-based tasks.

II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Provides administrative support to the Kendall County Finance Department by performing duties including, but not limited to the following:
 - 1. Answer incoming telephone calls and assist with general customer service needs;
 - 2. Scan, copy, organize, and maintain electronic and physical files;
 - 3. Prepare and revise correspondence, reports, and spreadsheets; and
 - 4. Create new files and ensure proper document organization and retention.
- B. Assist Finance Department staff with special projects, as assigned.
- C. Conduct research and prepare spreadsheets, correspondence, and other documents related to departmental operations.
- D. Support the preparation of financial and budgeting materials, reports, and data summaries.
- E. Assist with Accounts Payable functions, which may include, but is not limited to communicating with vendors, invoice processing, vendor file maintenance, and related tasks.
- F. Handles confidential matters daily relating to all functions of the Finance Department and maintains confidentiality of such information.
- G. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- H. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- I. Performs other duties as assigned.

Kendall County Internship Job Description

III. Qualifications:

To perform this internship successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the internship:

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of spreadsheets, financial and statistical data/reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

1. At least 16 years of age or older;

Kendall County Internship Job Description

2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university; and
3. Pursuing a degree in accounting, public finance, business administration, or a related field.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned internship responsibilities.

V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The intern may be exposed to stressful and difficult situations and material.
- D. The intern may be required to provide their own transportation to travel to and from the internship site location and other County properties.
- E. The internship will be completed during normal business hours.

By signing my name below, I hereby affirm that I received a copy of this internship job description.

Intern Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, intern



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance

Meeting Date: 3/2/2026

Subject: Approval to forward the following revised job descriptions to the Kendall County Board for approval: (1) Administration Intern; (2) Finance Analyst Job Description; and (3) Finance and Budget Analyst

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Action Requested:

To forward the following revised job descriptions to the Kendall County Board for approval: (1) Administration Intern; (2) Finance Analyst; and (3) Finance and Budget Analyst

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

Following the elimination of the Deputy County Administrator position and the creation of the Finance Department, the supervisor's title has been updated in the attached Administration Intern job description. The department name and supervisor's title have also been updated in the attached Finance Analyst and Finance and Budget Analyst job descriptions. No changes have been made to the job duties for each of these positions.

Staff Recommendation:

To forward all three revised job descriptions to the County Board for approval.

Attachments:

1. Revised Administration Intern Job Description
2. Revised Finance Analyst Job Description
3. Revised Finance and Budget Analyst Job Description

Kendall County Internship Job Description

TITLE: Intern
DEPARTMENT: Administration
SUPERVISED BY: County Administrator
FULL TIME/PART TIME: Part Time (Hours vary)
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: May 16, 2023 – Revised TBD

I. Position Summary:

This internship provides support to the Kendall County's Administration Department. During the internship, the intern will gain hands on experience in a broad range of administrative services including, but not limited to finance, budget, economic development, policy, ordinances, resolutions, and grant administration. Also, the intern may assist the Administration Department staff with administration of Kendall County's programs such as the Revolving Loan Fund, Kendall Area Transit, the annual audit, annual budget, and other Kendall County Board programs. This internship may be paid or unpaid and eligible for school credit (at the discretion of the County Administrator).

II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Provides support to the Kendall County's Administration Department and gains hands on experience in a broad range of administration and finance services including, but not limited to meeting agenda creation, drafting meeting minutes, mail, drafting standard operating procedures, social media, PowerPoint presentations, financial reports, budget projections, grant reporting, and drafting policy.
- B. Provides support to the Kendall County Administration Department with research support for various policy and budget issues.
- C. Assists with filing documents, pulling documents from storage, and putting files away in storage.
- D. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- E. Assists with the preparation and revision of correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned internship responsibilities.
- F. Handles confidential matters daily relating to all functions of the Administration Department and maintains confidentiality of such information.
- G. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.

Kendall County Internship Job Description

- H. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- I. Performs other duties as assigned.

III. **Qualifications:**

To perform this internship successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the internship:

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

Kendall County Internship Job Description

F. Education and Experience:

1. At least 16 years of age or older; and
2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: high school, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned internship responsibilities.

V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The intern may be exposed to stressful and difficult situations and material.
- D. The intern may be required to provide their own transportation to travel to and from the internship site location and other County properties.
- E. The internship will be completed during normal business hours.

By signing my name below, I hereby affirm that I received a copy of this internship job description.

Intern Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, intern

Kendall County Job Description

TITLE: Finance Analyst
DEPARTMENT: Finance
SUPERVISED BY: Finance Director
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
APPROVED: 9/17/2024- Revised TBD

I. **Position Summary:**

Under the supervision of the Finance Director, the Finance Analyst is responsible for performing accounts payable duties such as ensuring that all vendor invoices are accurately recorded and paid on time, as well as maintaining accurate records in Kendall County's accounting system. The Finance Analyst is also responsible for analyzing accounts payable data; preparing financial reports; and utilizing accounts payable data to identify trends, inefficiencies, and opportunities for improvements and/or cost savings.

II. **Essential Duties and Responsibilities:**

- A.** Performs account payable duties including, but not limited to the following:
 - 1. Receives and verifies invoices for payment;
 - 2. Reviews vendor statements and works with applicable department and/or elected office to resolve accounts payable transaction discrepancies;
 - 3. Ensures expenditures are charged to appropriate accounts;
 - 4. Reviews the availability of funds for payment of invoices;
 - 5. Maintains and reconciles accounts payable ledger to validate charges and to ensure accurate and timely payments;
 - 6. Reviews vendor statements for problems and works with applicable department and/or elected office to resolve problems;
 - 7. Processes accounts payable invoices;
 - 8. Complies with the issuance of 1099s, including verifying names, addresses, social security numbers, and the printing/sending and filing with the federal government;
 - 9. Communicates with vendors, as needed, and investigates and resolves discrepancies in billings and payments; and
 - 10. Serves as the subject matter expert in the development, implementation, and administration of the County's accounts payable systems.
- B.** Implements technology initiatives as it relates to accounts payable and procurement.
- C.** Assists in developing, documenting, implementing, and monitoring internal financial and accounts payable controls, policies, and procedures.
- D.** Utilizes accounts payable data to identify trends, inefficiencies, and opportunities for improvements and/or cost savings.
- E.** Analyzes and reports buying patterns, performance indicators, and financial metrics, and relays conclusions to management.
- F.** Researches and prepares financial reports and projects and presents technical data to management and the Kendall County Board.
- G.** Assists in preparation of year end reports.
- H.** Files all required reports with various Federal, State, and local agencies, as required.

Kendall County Job Description

- I. Develops, organizes, and maintains files, documents, and materials related to financial and budgetary practices according to Kendall County policies.
- J. Remains current on finance and budget related information, updates, and other professional literature.
- K. Attends meetings, conferences, workshops and training sessions as approved or assigned.
- L. Participates in Kendall County Board and Committee meetings as requested, both during and after business hours.
- M. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- N. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- O. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- P. Maintains regular attendance and punctuality.
- Q. Performs other duties as assigned.

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- 1. Ability to research, read, and interpret documents and simple instructions.
- 2. Ability to prepare documents and correspondence.
- 3. Ability to prepare and present clear, concise administrative and financial reports.
- 4. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads, in both one-on-one and group settings.
- 5. Requires proficient knowledge of the English language, spelling, and grammar.

B. Mathematical Skills:

- 1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 2. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- 3. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
- 4. Ability to skillfully perform detailed statistical analysis of budget activities.
- 5. Ability to compute rate, ratio, and percent and to draw and interpret bar

Kendall County Job Description

graphs.

6. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Basic understanding of, and ability to conduct cost-benefit analysis.
2. Ability to interpret financial data contained in reports and ledgers.
3. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
5. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Proficient in accounts payable software.
2. Thorough understanding of the principles of accounts payable and financial analysis.
3. Thorough understanding of accounting and budgeting principles.
4. Strong organization and multi-tasking skills.
5. Ability to carry out duties with minimal supervision.
6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Comprehensive understanding of the accounts payable, budget, and finance field and application of advanced principles, techniques, and theory.
9. Excellent prioritization skills and the ability to meet deadlines.
10. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

F. Education and Experience:

1. A Bachelor's degree from an accredited college or university or commensurate experience is preferred. Preferred areas of study/experience are Accounting, Finance, Economics, or related field.
2. At least three (3) years of prior work experience involving accounts payable systems and/or analytical research and reporting of complex financial data is required.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

Kendall County Job Description

1. Frequently sit for long periods of time at a desk or in meetings.
2. Regularly use computers and other electronic equipment to perform assigned job duties.
3. Occasionally lift and/or move up to 40 pounds.
4. Frequently lift and/or move up to 10 pounds.
5. Use hands to finger, handle, or feel.
6. Reach, push, and pull with hands and arms.
7. Specific vision abilities including close and distance vision, as well as depth perception.
8. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful situations while working with staff, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide their own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Finance & Budget Analyst
DEPARTMENT: Finance Department
SUPERVISED BY: Finance Director
FULL TIME/PART TIME: Full time
FLSA STATUS: Exempt
APPROVED: 11/19/2024- Revised TBD

I. Position Summary:

Under the supervision of the Finance Director, performs budgeting, financial analysis, administrative, and research functions. Develops and implements Kendall County's Fiscal Recovery Fund (FRF) provided through the American Rescue Plan Act (ARP) of 2021. Manages grant/loan programs including Kendall Area Transit (KAT), FRF, Revolving Loan Fund (RLF) and other Kendall County ("County") grant/loan programs. Coordinates, manages, and monitors the funding of community growth projects as impacted by COVID 19. Analyzes County fiscal operations and evaluates programs and funding requests.

II. Essential Duties and Responsibilities:

- A.** Performs primary duties requiring office or non-manual work directly related to the management or general business operations of the County, particularly in the area of County finance and budgeting from ARP County funds, including, but not limited to the following:
1. Prepares month-end and annual expenditure and revenue reports, financial reports, and budgeted vs. actual reports.
 2. Is aware of, and conducts research regarding new issues, methods, and advances in finance and budgeting.
 3. Conducts various surveys, research, data analysis, cost-benefit analysis, and expenditure and revenue forecasting.
 4. Ensures compliance with new grant awards established using FRFs, including but not limited to completing reporting requirements, submitting progress reports, performing sub-recipient monitoring, and other administrative oversight duties.
 5. Assists the community with County Grant Applications
 6. Executes transactions within the integrated budget, accounting, and purchasing system which may include purchase requisitions, invoicing, contract payment vouchers, budget data entry, appropriate revisions, and salary and budget imports.
 7. Develops, organizes, and maintains files, documents and materials related to budgetary practices according to County policies.
 8. Provides information to departments and elected offices regarding budgets and other requested data.
 9. Creates financial models and develops automated reporting and forecasting tools to support County decision making.
 10. Oversees and manages all financial and reporting aspects of the County's RLF Program.
 11. Researches and evaluates current and historical financial data.
 12. Develops automated reporting and forecasting tools.

Kendall County Job Description

13. Produces other financial reports, as requested.
-
- B.** Performs primary duties which require the exercise of discretion and independent judgment with respect to matters of significance, and which recommendations are given great weight by the final decision makers, including, but not limited to the following:
 1. Assists in developing the County's overall budget, including the ARP budget, to increase efficiency of the County's spending and provide recommendations regarding the budget, which recommendations are given significant weight by the final decision maker.
 2. Assists in creating and developing the revenue manual, ARP manual, budget preparation manual, budget policies and procedures manual, and other documents as needed, and recommend modifications regarding the same, which recommendations are given significant weight by the final decision maker.
 3. Assists in developing long- and short- term budgetary objectives for the County and provide recommendations regarding the same, which recommendations are given significant weight by the final decision maker.
 4. Serves as Program Compliance Oversight Monitor (PCOM) for KAT.
 5. Serves as a staff liaison for the Finance Committee.
 6. Advises and consults with the Finance Committee regarding the new issues, methods, trends, and advances in finance and budgeting.
 - C.** Maintains a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal, and local laws and regulations relating to finance and budgeting.
 - D.** Remains current on finance and budget related information, updates, and other professional literature.
 - E.** Researches and stays abreast of on ARP Federal Treasury Guidelines.
 - F.** Maintains professional affiliations as required.
 - G.** Attends meetings, conferences, workshops and training sessions as approved or assigned.
 - H.** Participates in County Board and Committee meetings as requested, both during and after business hours.
 - I.** Handles confidential matters daily relating to all functions of the County, the County Board, and its committees, and maintains confidentiality of said information.
 - J.** Complies with all applicable federal and state laws and regulations relating to assigned job duties including, but not limited to the ARP, Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
 - K.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.

Kendall County Job Description

- L. Provides support to Finance Department in preparing agendas and minutes and recording Finance Committee meetings.
- M. Maintains regular attendance and punctuality.
- N. Performs other duties as assigned.

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

- A. Language Skills:
 - 1. Ability to research, read, and interpret documents and simple instructions.
 - 2. Ability to prepare documents and correspondence.
 - 3. Ability to prepare and present clear, concise administrative and financial reports.
 - 4. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads, in both one-on-one and group settings.
 - 5. Requires proficient knowledge of the English language, spelling, and grammar.

- B. Mathematical Skills:
 - 1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - 2. Ability to apply advanced college algebra and statistical methods such as frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis to issues in public organization and public policy.
 - 3. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
 - 4. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
 - 5. Ability to skillfully perform detailed statistical analysis of budget activities.
 - 6. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
 - 7. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

- C. Reasoning Ability:
 - 1. Basic understanding of, and ability to conduct cost-benefit analysis.
 - 2. Ability to interpret financial data contained in reports and ledgers.

Kendall County Job Description

3. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
5. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Proficient in accounting software.
2. Thorough understanding of the principles of financial analysis and economics.
3. Thorough understanding of accounting and budgeting principles.
4. Strong organization and multi-tasking skills.
5. Ability to carry out duties with minimal supervision.
6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Comprehensive understanding of the budget and finance field and application of advanced principles, techniques, and theory.
9. Excellent prioritization skills and the ability to meet deadlines.
10. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

F. Education and Experience:

1. A bachelor's degree from an accredited college or university or commensurate experience; preferred areas of study/experience are Finance, Economics, Accounting or related field.
2. Master's Degree is preferred.
3. CPA is preferred.
4. Three (3) years of experience involving analytical research and reporting of complex financial data.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk or in meetings.
2. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
3. Regularly use computers and other electronic equipment to perform assigned job duties.

Kendall County Job Description

4. Occasionally lift and/or move up to 40 pounds.
5. Frequently lift and/or move up to 10 pounds.
6. Use hands to finger, handle, or feel.
7. Reach, push, and pull with hands and arms.
8. Specific vision abilities including close and distance vision, as well as depth perception.
9. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful situations while working with staff, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide their own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: **personnel file, employee**



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 3/2/2026
Subject: Approval to forward the Revised Organizational Chart & Headcount to the County Board for approval
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the Revised Organizational Chart & Headcount to the County Board for approval

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

The attached Revised Organizational Chart & Headcount includes the following proposed updates:

1. It adds the Technology Administrative Specialist position to the Technology Department; and
2. It reflects an increase of 1 Maintenance II technician and the decrease of 1 Maintenance I technician position due to an employee's recent promotion to a Maintenance II position.

Staff Recommendation:

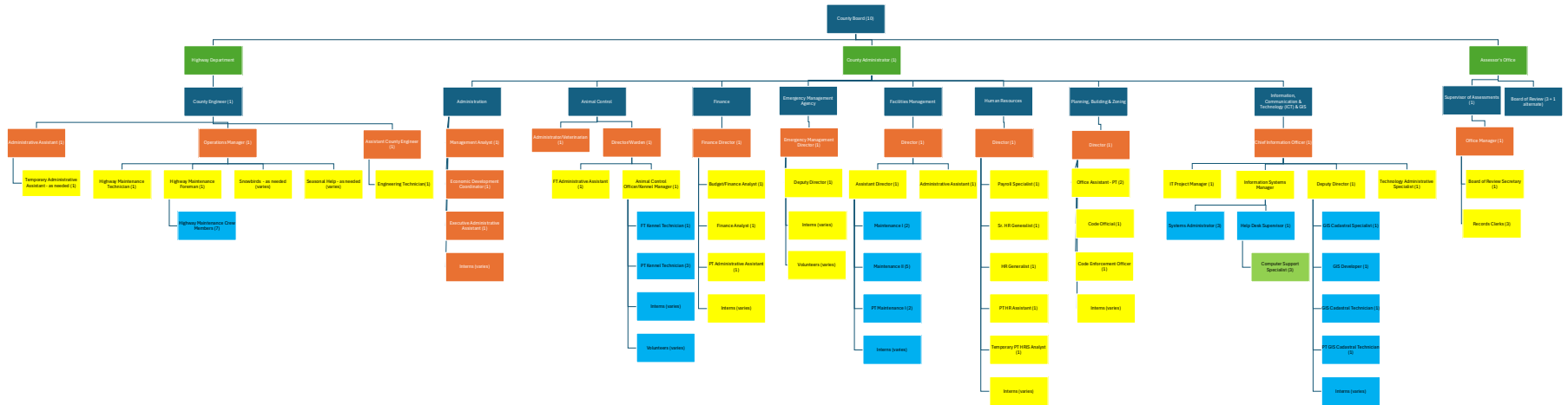
To forward the Revised Organizational Chart & Headcount to the County Board for approval.

Attachments:

1. Revised Organizational Chart & Headcount



Kendall County Organizational Chart
(DRAFT for Approval 3/18/2026)



PROPOSED REVISIONS TO ORGANIZATIONAL CHART (Draft for Approval 3/18/2026)

