



Illinois Board of Examiners

1120 E. DIEHL ROAD • SUITE 107 • NAPERVILLE, ILLINOIS 60563

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director of the Illinois Board of Examiners (IBOE) is the Chief Administrative Officer for the agency, whose mission is: To Implement the requirements for and to verify through testing or transfer candidate qualifications to become Certified Public Accountants in the State of Illinois. This position requires a highly skilled administrator with exceptional leadership ability to oversee the development, implementation and evaluation of all Board policies, procedures, and functions.

ESSENTIAL TASKS

The essential tasks listed below represent the major duties of the Executive Director but are not all-inclusive.

- Oversee all IBOE activities and procedures.
- Serve as the liaison to the Board and assign staff to Board committees. Present at each regularly scheduled board meeting a written report of activities since the prior meeting. Distribute Board materials at least two weeks before each regularly scheduled meeting. Review and edit/draft minutes of Board meetings prepared by the Administration Assistant.
- Serve as the liaison to NASBA, Prometric, Versa, Illinois Department of Financial and Professional Regulation (IDFPR) and other professional organizations and societies.
- Act as spokesperson for the IBOE.
- Serve as the official custodian of records.
- Provide testimony to courts, the legislature, and other public constituencies.
- Direct the writing, interpretation, and explanation of all statutory and regulatory provisions.
- Provide the IBOE with up-to-date analysis of public accounting issues relating to examination, certification or other issues deemed appropriate. Modify candidate qualification requirements as needed.
- Oversee the administration and resolution of issues relating to a computer-based examination (CBT). Coordinate outreach to educators, CPA review groups, ICPAS members and staff and candidates about CBT.
- Supervise executive staff. Hold regular staff meetings. Implement plans to improve skills of direct reports and other staff members as required.
- Oversee fiscal services, including the preparation, implementation, and monitoring of the annual budget in consultation with the Business Manager, assure that the IBOE operates within the established and approved budget each fiscal year. Provide the board with regular financial reports prepared by the Business Manager.
- Oversee preparation of strategic planning process.
- Serve as liaison to governmental units relative to legislative issues.



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- Execute such contracts, leases and other commitments as authorized by the Board or by established policy.
- Fulfill such other general responsibilities as delegated by the officers and/or the Board of Directors.
- Monitor compliance with all rules and statutes relative to reports required from a separate state agency.

REQUIREMENTS

A bachelor's degree in Business Administration or related field is required. The ideal candidate will possess excellent communication and organizational skills, the ability to build relationships and work with peers within other states in the best interests of Illinois, and the ability to see the big picture for the strategic direction of the profession and how it impacts the mission and position of the Illinois Board of Examiners. Superior leadership and management skills are critical, as the Executive Director has a team of three direct reports and six indirect reports. Additionally, the ideal candidate will be experienced in managing a budget for a non-profit organization and managing the administrative functions of the office. Knowledge of Illinois state administrative law and government relationships as it applies to regulatory agencies is desirable.

REPORTING RELATIONSHIP

This position reports directly to the Board through the chair.

SALARY

Salary will be commensurate with experience, plus benefits.

HOW TO APPLY

To apply, please send a resume and cover letter to ExecutiveSearch@ILBOE.org today!