

# Finance Department

## Administrative Support Services

The Finance Department provides administrative support services to other Village departments in the following areas:

- **Accounting:** Collection and investing Village funds; maintaining financial records of transactions; safeguarding Village assets; developing and maintaining sound financial management information systems, policies and practices; budget preparation and administration; grant administration and oversight; accounts payable processing; payroll processing; administration and oversight of locally imposed taxes and fees
- **Annual reports:** Budgets; comprehensive annual financial reports (CAFRs or annual audit); annual financial reports (AFR); tax increment financing (TIF) reporting; the annual Treasurer's Report
- **Customer service:** Processing all electronic payments through EZ-Pay (utility billing automatic payment); overseeing electronic funds transfers; credit card payment processing
- **Debt administration:** Providing for the timely payment of the Village's outstanding bonds; preparation of information and reporting required for bond rating firms; preparation and filing of required debt disclosures
- **Information technology:** Maintenance of Village network connectivity, both internally and externally, including related hardware and software; providing support to all departments regarding hardware, software and connectivity
- **Reporting:** Monthly reporting to the Village Board, the Tinley Park Public Library and the Tinley Park Police Pension Fund