

The Attorney Registration and Disciplinary Commission (ARDC) is recruiting for their next Chief Financial Officer (CFO). If you are a forward-thinking financial leader who thrives in a people-first, growth-oriented culture, this is an opportunity to make a lasting impact.

Under the direction of the Illinois Supreme Court, the ARDC plays a vital role in preserving and advancing the integrity of the legal profession. We register and support attorneys, provide innovative education and outreach programs, and offer restorative services to help lawyers uphold the highest ethical standards. Through thorough investigations and fair proceedings, we address allegations of attorney misconduct and unauthorized practice of law, ensuring accountability while also advocating for those harmed by misconduct.

POSITION SUMMARY:

The Chief Financial Officer (CFO) is a key member of the ARDC's senior leadership team, responsible for directing all financial and accounting operations of the organization. The CFO provides strategic leadership in budgeting, forecasting, investments, compliance, and internal controls, while serving as a trusted advisor to the Administrator and the Commission. The CFO ensures fiscal sustainability, transparency, and accountability in support of the ARDC's mission, vision, and strategic goals.

Key Responsibilities:

Strategic Financial Leadership

- Develop and implement financial strategies aligned with ARDC's mission and objectives
- Provide financial insights to the Administrator and Commission on fiscal planning, sustainability, and risk exposure
- Lead scenario planning and long-range forecasting to anticipate financial challenges and opportunities

Budgeting and Financial Management

- Direct the preparation and management of the ARDC's annual operating budget
- Lead forecasting based on historical data, trend analysis, and external conditions
- Oversee all accounting functions, fiscal policies, and internal controls to safeguard assets
- Monitor revenues and expenditures; recommend and implement corrective actions as appropriate
- Modernize and enhance financial systems, tools, and processes for efficiency and transparency

Audit and Compliance

- Prepare comprehensive monthly, quarterly, and annual financial reports and ensure accurate reporting
- Coordinate with external auditors, legal advisors, and regulatory bodies on fiscal matters
- Maintain current knowledge of relevant laws, regulations, and financial best practices to ensure compliance

Investment Oversight

- Manage ARDC's investment portfolio in line with policy guidelines established by the ARDC and Commission
- Collaborate with external advisors to optimize investment strategies within a risk-appropriate framework
- Provide clear reporting and recommendations on investment strategies and performance

Qualifications and Desired Skills:

- Stellar financial leader with extensive executive-level experience in complex, mission-driven organizations
- Bachelor's degree in finance, accounting, or related field
- MBA strongly preferred
- Certified public accountant, registered and licensed in Illinois
- Minimum 15-20 years of progressively responsible financial leadership experience, including prior experience as a CFO or equivalent senior finance executive
- Extensive knowledge of accounting standards and practices (GAAP, FASB, AICPA) as well as compliance regulations
- Deep knowledge and experience with modern accounting, financial reporting, and ERP systems
- Strong written and oral communication skills, with the ability to present complex financial information to varied audiences
- Change agent with a solution-oriented and collaborative approach to problem-solving
- Proven ability to engage Boards and executive leaders with clarity, transparency, and credibility

The ARDC is committed to a culture of diversity and inclusion. We offer a hybrid schedule, a congenial work atmosphere, and an excellent benefits package detailed in the following link: [ARDC Benefits](#). Salary will be determined based on the candidate's experience and qualifications, with a targeted salary range of \$200,000 to \$230,000.

Interested parties should send a letter and resume to employment@iardc.org.

The ARDC is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to employment@iardc.org to let us know the nature of your request and your contact information.