

Position Description

Deputy Commissioner for Finance

Department of Family and Support Services

Salary \$116,820

Mission

Working with community partners, we connect Chicago residents and families to resources that **build** stability, **support** their well-being, and **empower** them to thrive.

Background - Department of Family and Support Services (DFSS)

DFSS is the largest human and social service funder in the City of Chicago. The department serves approximately 500,000 vulnerable Chicagoans every year through 7 service areas: children and youth services, human services, workforce, seniors, domestic violence and homelessness. The department provides critical services through its network of 360 not-for-profit agencies with an operating budget of \$470 million in federal, state and local funding.

Position Description:

The Deputy Commissioner of Finance is responsible for the oversight and management of the Department of Family and Support Services budget of approximately \$470 million dollars. The Deputy Commissioner, under the direction of the Managing Deputy Commissioner over Administration, directs and manages the Finance Division that includes approximately 40 staff.

Qualifications:

Graduation from an accredited college or university with a bachelor's degree in Finance, Business Administration, Public Administration or related field; supplemented by 5 years of managerial experience including both fiscal management and staff management. Master's degree preferred. Fiscal grant experience preferred.

Job Responsibilities

Supervision – 25%

- Manager of approximately 40 staff through unit directors
- Provides management support to direct reports;
- Issuing evaluations on subordinate staff;
- Assigns special projects relevant to the finances of the department

Budget Oversight – 20%

- Developing and implementing of policies and procedures to ensure sound fiscal management and operational efficiency;
- Monitoring expenditures of grant funds ensuring spending practices are complying with regulations;
- Working closely with program divisions to understand fiscal needs and provide assistance with cost/benefit analysis; and
- Directing the costing of proposed or expanded programs, approving program and operational budgets and amendments for appropriateness of funding;

Fiscal Analysis – 30%

- Planning and directing the work of professional and para-professional staff engaged in managing, analyzing, and reporting the department's financial matters;

- Preparing the department's annual budget request;
- Supervising the compilation of complex financial reports;

Fiscal Agent for Department – 25%

- Acting as the departmental liaison on financial related issues with the Office of Budget and Management, City Comptroller's Office, and other government and delegate agencies;
- Meeting with department managers, vendors and grantees to provide guidance on fiscal issues and budgets.
- Coordinating both staff training and development, as well as subcontractor fiscal training;

Key Functions

- Line-item budgeting
- Municipal accounting methods and generally accepted accounting principles
- Municipal budgeting, billing, and collection practices
- Federal, state and private/foundation-based grant fiscal administration including knowledge of the federal uniform guidance on grant awards
- Computerized accounting systems and financial control procedures
- Understanding of cost analysis, cost allocation principles, and forecasting principles
- Performance management implementation
- Creating and analyzing financial reports

Education & Employment Verification

Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Chris Owen, Acting Commissioner

Resumes can be sent to the following:
Monica Rafac
Deputy Commissioner
Department of Family and Support Services

Monica.rafac@cityofchicago.org