



## **JOB OPPORTUNITY**

### **Senior Financial Research Analyst**

#### **Organization Description:**

With a workforce of over 33,000 people, and opportunities in more than 1,400 different job titles and categories, the City of Chicago is the third-largest city in the United States and has one of the world's largest and most diversified and balanced economies, not being dependent on any one industry, with no single industry employing more than 14% of the workforce. As an employer, the City of Chicago operates through the guiding principles of effective government, competitive delivery of high-quality services, and open government to the public. Through these principles, we strive to efficiently deliver services that address head-on the unique challenges facing our city and to make Chicago the preferred employer of choice for all its residents.

#### **Agency Description:**

The Council Office of Financial Analysis (COFA) serves the City Council of the City of Chicago by providing independent fiscal analysis of ordinances and policy proposals considered by the Council. Specifically, the office analyses such critical documents as the City's annual budget, the Comprehensive Annual Financial Report, any public-private partnership agreements and asset leases, and potential cost-saving reforms and efficiencies. The office consists of four (4) total staff members with an annual budget of roughly \$300,000 per year.

The Senior Financial Research Analyst reports directly to the Director of COFA. In addition to the mandated financial analyses that must be submitted on a quarterly and yearly basis, COFA is also required to perform financial analyses of all ordinances that meet certain budgetary thresholds, as well as requests made independently by individual aldermen.

**This position is open to the general public.** The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Chicago Commission on Human Relations at 312-744-4111 or send an email to [cchr@cityofchicago.org](mailto:cchr@cityofchicago.org). For more information, go to: <https://www.cityofchicago.org/city/en/depts/cchr.html>

## **DUTIES:**

COFA's main priority is to provide timely, accurate, and independent analysis of ordinances and proposals that may be or are currently under consideration by the City Council. COFA is required to submit the following reports: A summary and analysis of the City's Comprehensive Annual Financial Report, an annual budget options report of potential costs savings reforms and efficiencies, financial analysis of the Mayor's proposed budget, a quarterly report on the Office's activities including a report of all fiscal impact statements that the Office prepared, and a review of the annual budget forecast. This is in addition to monitoring current ordinances for budgetary impact and providing the corresponding fiscal analysis and responding to requests for analysis made by members of the City Council.

COFA acts as the fiscal monitor for the City Council and is responsible for providing critical financial insight and support to aldermen as they review various policy proposals under consideration. The direct reports to this role include three (3) Senior Financial Research Analysts. Duties include but are not limited to:

- Authoring timely, accurate, and unbiased financial analyses on policy proposals that impact the City's budget
- Producing required annual and quarterly financial reports
- Analyzing current and past trends in key performance indicators within all areas that may impact the City's budget
- Working with City Departments to maintain critical relationships and objective analysis
- Assist with the continued development of Budgeting, Financial Forecasting, Operating Plan, and Modeling tools
- Assist with implementing and working with the City's budget, financial, procurement, and related systems
- Developing financial models and analyses to support strategic initiatives
- Analyzing complex financial information and reports to provide accurate and timely financial recommendations to management for decision-making purposes
- Assist with preparing presentations to Aldermen and Committee members
- Managing and organizing multiple priority projects simultaneously while delivering results by hard deadlines

## **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Master of Business Administration (MBA) Degree PLUS a minimum of Five (5) or more years' experience in Finance, Business Management, or Public Administration **OR**, an equivalent combination of professional work experience, training, and education.

### **Preference will be given to candidates possessing the following:**

- Strong quantitative and analytical competency
- Advanced knowledge of Excel and Microsoft Office software
- Experience researching and preparing reports detailing the progress and/or outcome of research requests
- Strong verbal, written communication, and creative problem-solving skills
- Ability to create and deliver presentations
- City, County, State, or Federal government work experience

**NOTE:** The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at the time of processing, if applicable.

## **SELECTION REQUIREMENTS**

The Senior Financial Research Analyst position is a **Shakman Exempt** position such that political reasons and factors may be considered for Employment actions involving this position.

Additional supporting information concerning employment with the City of Chicago may be found at:

<https://www.cityofchicago.org/city/en/depts/dhr/provdrs/emp/suppinfo.html>

#### Residency Requirement

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code.

Proof of residency will be required.

#### **COMPENSATION & BENEFITS:**

Annual Salary: \$70,000 - \$80,000

The selected candidate will receive an annual salary as well as an excellent program of benefits that allow employees to choose the benefits that meet their specific needs:

The package includes

#### **Vacation Policy**

- Employees begin earning vacation time during their first month of work
- Employees earn 13 vacation days a year for the first five years; 18 vacation days after 6 years; 23 vacation days after 14 years; 24 vacation days after 24 years and 25 vacation days after 25 years
- Employees are given one personal day a year

#### **Sick Time**

- Employees earn one day of sick time per month beginning the first day of the month following an individual's start date

#### **Paid Leave**

- A mother receives 4 weeks of paid maternity leave for a non-surgical delivery and 6 weeks of paid leave for a surgical delivery
- A spouse or domestic partner of the birth mother receives 2 weeks of paid parental leave
- An employee, spouse, or domestic partner receive 2 weeks of paid parental leave for the adoption of a child

#### **Paid Holidays**

- The City gives all of its employees 12 paid holidays throughout the year

#### **Pension**

- City of Chicago offers its employees a Pension for retirement

**NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please email this information to [kenneth.williams2@cityofchicago.org](mailto:kenneth.williams2@cityofchicago.org)**

NOTE: A background investigation will be completed on the candidate selected for this position.

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**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 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). 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 E. Lightfoot, Mayor**

**Department of Human Resources**

**Christopher Owen, Commissioner**