JOB ANNOUNCEMENT:

Consultant / Local Government Administration
Government Finance Officers Association
203 N. LaSalle Street, Suite 2700
Chicago, IL 60601
Location: Chicago, IL
To apply: www.gfoa.org/employment-application

GFOA seeks individuals with a passion for local government and desire to help organizations modernize, improve business processes, and promote financial management best practices. GFOA consultants work directly with local governments across the United States and Canada on a variety of improvement projects including business process improvement, policy development, budget assessments, and technology procurement and implementation. In addition, GFOA consultants support other member programs for GFOA including research, education initiatives, and networking opportunities.

Ideal Candidate
Ideal candidates for this position will have experience in local government, non-profit or consulting organizations, or be a recent graduate from graduate programs in public administration or public policy. Ideal candidates must also have passion for local government and helping improve processes, be interested in helping governments solve administrate challenges, and be self-motivated and thrive both working independently as well as part of small project teams. GFOA will consider applicants with a range of experience and skillsets and offers a range of project opportunities. We will invest in your professional and will provide training on specific technical subject matter.

GFOA Provides Unique Opportunity
GFOA is a 501(c)3 non-profit organization with mission to support best practices local government. Our approach to consulting involves aligning with our clients and ensuring that all consultants have well rounded experience that includes direct involvement with clients (local governments), ability to conduct research and continue to learn, and access to member programs and networking opportunities. Our focus is on getting results, leading the development of new practices and ideas, and serving our members – not on billable hours. This position allows for continued interaction with practitioners in the public sector, an opportunity to build a strong professional network, and opportunities for career advancement both within and outside of GFOA.
About GFOA

The Government Finance Officers Association (GFOA) (www.gfoa.org) is the premier association for public sector finance professionals in the United States and Canada. Founded in 1906, GFOA currently has over 21,000 members that look to GFOA as the gold standard for identifying, developing, and communicating leading practices in government management. As a non-profit organization, GFOA’s mission is to promote excellence in state and local government financial management. GFOA accomplishes this mission by identifying and developing policies and practices and promoting them through education, training, consulting and leadership. GFOA is government by an 18 member executive board made up of leading finance officers from state and local government. GFOA’s staff of approximately 60 employees are organized into 6 centers. The Consultant position is located within the Research and Consulting Center.

Research and Consulting Center

GFOA’s Research and Consulting Center (RCC) is nationally recognized for its comprehensive analytical and advisory services, as well as for research on issues specific to state and local governments’ financial, human resource, procurement, payroll and operational management. Since beginning operations in 1977, the RCC has assisted hundreds of cities, counties, public utilities, and other forms of government to create best practice solutions to meet their unique challenges. Approximately 20 years ago, GFOA began consulting for enterprise resource planning (ERP) system assessments, procurement, contract negotiation, and implementation advisory services. GFOA has built a reputation as the unparalleled leader in the field of providing objective, independent advice for ERP procurement and implementation projects. Our approach to ERP projects focuses on business process improvement, effective governance, and building organizational readiness throughout each stage of the procurement process.

GFOA has also led the way in promoting outcome and program budgeting, long-term financial planning, and using risk analysis to optimize the size of local governments’ reserves. By challenging the status quo and working improve both policies and processes, we work towards GFOA’s mission to advance excellence in public financial management.

For more information on the Research and Consulting Center, please visit www.gfoa.org/rcc

Current Consulting Projects:

- Business Process Improvement
- ERP Procurement
- ERP Project Management
- Financial Policy Development
- Organizational Assessment
- Risk Reserve Analysis
**RCC Vision and Values**

GFOA’s consulting services are informed by our research background. All staff in RCC will participate in both consulting engagements that provide direct interaction with members, practitioners, and other leaders in the local government and public finance industry and exposure to the challenges and issues facing local governments. At the same time, those same staff manage and lead GFOA research projects, networking programs, and training efforts where they are continuously exposed to best practices, new ideas, and large audiences that provide aid in developing recommendations for consulting clients.

GFOA has established a culture that values **LEARNING, COLLABORATION, AND TRUST**. Within RCC, we work to live those values by ensuring that our work is always:

- **Honest / Trustworthy**
  - We communicate clearly and can be consistently relied on in pursuit of the GFOA mission. (Trust)
- **Process and Solution Focused**
  - We develop pragmatic solutions to solve problems.
- **Analytic**
  - We use data, keep an open mind, and seek feedback for improvement. (Learning)
- **Networked**
  - We leverage each other, our members, and other contacts to deliver the best. (Collaboration)
- **Transformative**
  - We aim big by introducing new ideas and seeking to change behaviors.

**Research Initiatives**

GFOA also provides many services to members and others in the public sector in addition to consulting services. RCC staff are responsible for developing, leading, and communicating industry guidance in areas related to budgeting, governance/leadership, capital planning, procurement, risk management, and more. Recent projects include:

- **Fiscal First Aid**: GFOA has been working to provide support for governments across the United States and Canada deal with impacts from the COVID19 pandemic. Beginning in early March 2020, we created resources on “Fiscal First Aid” for government facing financial distress. The basis of these tools was a 12-step fiscal first aid recovery process (available at www.gfoa.org/ffa). Our consultants have been actively engaged in research and working to educate finance officers on techniques to help get through the financial crisis.

- **Financial Foundations Framework**: Created by GFOA, the Financial Foundations Framework helps facilitate collaboration and support for public policies and programs. Organized into five pillars, the Framework shows you how to improve your financial position now and create a strong foundation for a thriving community over the long-term. Each pillar includes different leadership strategies and/or institutional design principles.
Understanding that local governments cannot order people to collaborate, leadership strategies help inspire pride and public support for a strong financial foundation. Institutional design principles, meanwhile, are the “rules of the road.” They provide the context for leadership strategies and ensure continuity of good financial practices through changes in leadership.

**Other Initiatives**
Staff within GFOA’s Research and Consulting Center provide support for many of GFOA’s programs and services including assisting with ongoing administration of:

- GFOA Education Events ([www.gfoa.org/events](http://www.gfoa.org/events))
- GFOA Networking Groups ([www.gfoa.org/gfoa-groups](http://www.gfoa.org/gfoa-groups))
- GFOA Committees ([www.gfoa.org/committees](http://www.gfoa.org/committees))
- GFOA Certified Public Finance Officer (CPFO) Program ([www.gfoa.org/cpfo](http://www.gfoa.org/cpfo))

**Growth Opportunities**
Careers at GFOA provide many opportunities for professional growth. As an educational based organization with access to leaders in the industry, staff benefit from an environment that priorities learning, career development, and exploration of interests. Consultants in RCC have an opportunity to research, discuss, and contribute to ongoing efforts to promote best practices in:

- Accounting and Financial Reporting
- Budgeting
- Capital Planning
- Compensation and Benefits
- Debt Management
- Economic Development
- Leadership/Governance
- Process Improvement
- Risk Management
- Technology
- Treasury and Investment Management
Position Information

Consultants within GFOA’s Research and Consulting Center (RCC) provide direct support for a variety of GFOA programs including consulting engagements, training seminars, best practice research, member networking, program administration and more. Consultant/Analysts become subject matter experts in enterprise resource planning (ERP) procurement and implementation, risk management, budgeting, and other RCC core competency areas to support GFOA clients across the United States and Canada. Working in small teams, consultant/analysts help analyze local government business process, evaluate options, provide recommendations, and maintain GFOA know-how to support GFOA’s consulting practice. Other projects for Consultant/Analyst include serving as subject matter expert to lead research projects or coordinate training opportunities, promote GFOA’s membership, lead programming related to specific topics or target market segments, or provide data analysis or staff support across the organization. Consultant/Analysts are expected to manage competing priorities and deadlines, work independently, demonstrate knowledge and appreciation for local governments, advocate for GFOA best practices and support of GFOA’s mission to advance excellence in public finance.

Consultant/Analysts work from GFOA’s Chicago office and are expected to travel approximately 7-10 days per month.

Responsibilities

- Staff GFOA’s consulting projects providing direct support, working independently, to local governments interested in preparing for, procuring, and implementing enterprise resource planning (ERP) systems
- Coordinate development of GFOA conference sessions or training seminars.
- Manage several “mini-projects” ensuring project organization, communication, and outcomes
- Facilitate GFOA networking groups both online and in person.
- Regularly present information and/or recommendations at meetings with clients, members, or staff
- Produce high quality reports and consulting deliverables that leverage communication and data presentation skills
- Communicate research findings and author GFOA research papers, issue briefs, or articles for Government Finance Review

Preferred Qualifications

- Graduate degree in public policy, public administration or related field and prefer 3-5 years of working in public finance or local government administration
- Ability to lead small teams and oversee creation of work products
- Prefer subject matter expertise in any of the following: budgeting, treasury, risk, capital planning, procurement, or other topic areas in public finance.
- Ability to apply GFOA best practices, research findings, and case studies to develop recommendations for local governments
- Prefer knowledge and experience with ERP systems
• Strong written and verbal communication skills
• Self-motivated and ability to work through ambiguity
• Ability to collaborate with other staff on multiple priorities to meet both internal and external deadlines

Position Information
• Competitive salary and benefits
• Opportunities for professional development and growth
• Participation in GFOA 403(b) retirement savings plan
• Travel is required (7-10 days per month)
• The successful candidate will be expected to live in the Chicago metropolitan area. Application Process

Candidates who are interested in applying for the position should complete an application online.

Apply online at www.gfoa.org/employment-application

GFOA is an equal opportunity employer.

For more information, or for questions about the position, please contact: Mike Mucha, Deputy Executive Director/Director, RCC at https://www.gfoa.org/bio/mucha