JOB ANNOUNCEMENT:

Manager / Experienced Subject Matter Expert in Local Government Finance
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 mid-career and senior level public finance professionals with demonstrated record in financial management, budgeting, process improvement, leadership, and organizational change to join the Research and Consulting Center (RCC). RCC leads many of GFOA’s programs and services and works with local governments a variety of improvement projects including policy development, business process improvement, organizational assessments, governance, and technology procurement and implementation. Managers will lead teams, manage consulting projects and other GFOA programs, work to develop best practices and new ideas, and support the strategic direction of GFOA.

Ideal Candidate
Ideal candidates for this position have management and senior leadership experience in local government and are looking to transition from job in the public sector while remaining committed to a career in public finance. Candidates must have passion for local government and desire to help governments improve processes and solve administrate challenges, possess excellent writing skills, and be able to facilitate meetings and speak effectively to both large and small audiences in meeting, training, and presentation formats. Knowledge of or experience with enterprise resource planning (ERP) systems, organizational change, and/or business process improvement is preferred. In addition, GFOA expects all staff to be self-motivated and thrive both working independently as well as part of small project teams.

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.
The Government Finance Officers Association (GFOA) ([www.gfoa.org](http://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 Manager 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](http://www.gfoa.org/rcc)

**Current Consulting Projects:**

**Project Focus:**

- 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 for 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)
- GFOA Networking Groups (www.gfoa.org/gfoa-groups)
- GFOA Committees (www.gfoa.org/committees)
- GFOA Certified Public Finance Officer (CPFO) Program (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 prioritizes 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
Managers within GFOA’s Research and Consulting Center (RCC) are responsible for program and project management to lead various efforts from beginning to end. By developing objectives, leading project management efforts, coordinating teammates, developing work products, and tracking eventual project outcomes, Managers support a variety of GFOA programs including consulting engagements, training seminars, research projects, best practices and resources, and more. Managers serve as both subject matter experts in enterprise resource planning (ERP) procurement and implementation and/or other core competency areas related to public finance and are skilled at organizing and managing teams consisting of both internal and external resources to support ongoing GFOA programs. Managers are expected to manage multiple projects, organize and track deadlines, coordinate resources, ensure work products meet expectations, and support GFOA in pursuit of its mission.

Managers work from GFOA’s Chicago office are expected to travel approximately 6-10 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
- Manage ongoing GFOA programs focusing on both strategic and operational level tasks
- Manage several projects at once
- Serve as liaison to GFOA for members and represent GFOA “brand” in variety of settings
- Regularly present information and/or recommendations at meetings with clients, members, or staff
- Present at industry conferences and GFOA training events
- Oversee other GFOA staff in producing high-quality work products
- Communicate research findings and author GFOA research papers, issue briefs, or articles for Government Finance Review
- Assist in managing external relationships with GFOA partners and vendors

**Preferred Qualifications**

- Graduate degree in public policy, public administration or related field and 10+ years of experience working in public finance or local government administration
- Deep knowledge of local government finance internal administrative processes
- Skilled in project management
- Ability to set clear expectations, define goals, and communicate with teams of both internal and external resources
- Ability to analyze problems and develop recommendations/solutions based on GFOA best practices, research findings, and personal experiences to develop recommendations for local governments
• Strong written and verbal communication skills
• Experience in change management and dealing with situations involving challenging organizational cultures

Position Information
• Competitive salary and benefits
• Opportunities for professional development and growth
• Participation in GFOA 403(b) retirement savings plan
• Travel is required (6-10 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

Photos of GFOA office at 203 N. LaSalle Street, Chicago, IL (Photos from M&J Wilkow)