JOB ANNOUNCEMENT:

Process Improvement / ERP Consultant
Government Finance Officers Association
203 N. LaSalle Street, Suite 2700
Chicago, IL 60601
Location: Chicago, IL / Hybrid Work from Home
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 to assist with modernization efforts including process improvement, ERP procurement, and ERP implementation.

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 have passion for local government and helping improve processes, be interested in helping governments solve administrative challenges, be self-motivated and thrive both working independently as well as part of small project teams. Past experience or knowledge of ERP systems and/or financial systems is preferred.

GFOA Provides Unique Opportunity
GFOA is a 501(c)3 non-profit organization with mission advance excellence in public finance. Our approach to consulting involves aligning with our clients and ensuring that all consultants have a variety of experiences that includes direct involvement with clients (local governments), practitioner focused research, 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 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.

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. GFOA 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 also leads the industry 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 to 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
Growth Opportunities
Careers at GFOA provide many opportunities for professional growth. As an educational based organization with access to leaders in the industry, our teams 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
- Procurement
- 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 may 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 with hybrid work from home options and 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
- Facilitate focus group meetings with GFOA clients to identify process improvement opportunities
- Review ERP proposals, interview consultants, review work products, and participate in ERP implementation for local governments
- 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

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 ($75,000 - $100,000) 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, and offers remote work options

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

Apply online at [www.gfoa.org/employment-application](http://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](https://www.gfoa.org/bio/mucha)

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