

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5426
Job Title: Financial Research Analyst IV
Salary Grade: 22
Bureau: Finance
Department: Office of the Chief Financial Officer
Dept. Budget No. 021
Position I.D. 0903307
Shakman Exempt

Characteristics of the Position

General Overview

The Research, Analysis and Forecasting team is comprised of individuals with complimentary areas of expertise, knowledge and experience. The primary areas of focus include management reporting, internal financial analysis, budget development, revenue compilation and forecasting, ordinance analysis, bond issuance and compliance, and various other related areas.

The Financial Research Analyst supports the President, Chief Financial Officer, and others in their decision-making by developing a functional end-product with detailed quantitative and qualitative analysis.

Key Responsibilities and Duties

Responsibilities include various ongoing and one-time projects. A project's scope may include part of or all of the areas listed below. The Analyst's focus will usually be on the financial, legal, statistical and/or strategic side of a project.

Assist the Chief Financial Officer, Director of Budget and Management Services or other department Directors or Managers on special projects.

Develop program plans which satisfy legal, County or customer requirements for program status.

Participate as a member of the Bond Team in the issuance of bonds, ongoing compliance and other bond related issues that arise.

Develop and administer protocols for bond compliance to ensure that the County complies with County ordinances, State and Federal statutes and contractual obligations related to the County's current and future bond issues.

Establish, nurture and maintain relationships with subject matter experts within and outside County government.

Utilize automated data collection and reporting systems and techniques to monitor programs and projects against the forecasts. Prepare variance analyses and identify appropriate corrective action. Revise forecasts to reflect variances.

Analyze program status to provide up-to-date Estimates To Complete (ETC) and Estimates At Completion (EAC).

Develop policies and standard operating procedures for processes that fall under the authority of the Chief Financial Officer.

Develop or participate in the development and review of Requests for Proposals (RFP) for the Bureau of Finance.

Analyze historic and current program performance data to develop cost and schedule estimates in response to requests for proposal submissions. Prepare supporting data to be used in negotiations, audits and fact findings.

Analyze current revenue processes, revenue received by Cook County from various departments and sources, revenue timing differences and taxes received by Cook County and other local taxing jurisdictions from the State of Illinois. Compare Cook County's processes to other governments with similar tax types.

Compile revenue estimates and explanations to support revenue estimates received from various Departments, and suggest various revenue initiatives.

Research existing and new revenues and fee types, revenue issues, State laws and County Code, and present legal / historical facts.

Prepare correspondence, fund reconciliations, and promote timely reporting.

Develop questions and observations. Organize facts for various issues and suggest reporting improvements.

Recommend and implement improvements to current processes.

Participate in or contribute to process/quality improvement teams and/or initiatives.

Support or implement performance driven changes in processes and procedures.

Assist in the preparation of the annual operating and five year financial forecasts.

Coordinate internal and external program audits.

Perform other duties and responsibilities as required.

Knowledge, Skills and Abilities

Ability to prepare and design complete, clear and accurate reports for management and commissioners.

Strong analytical skills and demonstrated ability to perform complex analysis.

Advanced knowledge of Microsoft Office products.

Financial forecasting experience.

Ability to interface with all levels of management.

Ability to work well in a team environment.

Excellent written and oral communication and presentation skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' work experience in Finance, Business Management or Public Administration **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in or Finance, Business Management or Public Administration.

Five (5) or more years' experience in Finance, Business Management or Public Administration.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.