

POSITION PROFILE
FINANCIAL RESEARCH ANALYST IV
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

October 2023

POSITION PROFILE

POSITION: Financial Research Analyst IV

DEPARTMENT: Office of the Chief Financial Officer

REPORTS TO: Deputy Chief Financial Officer

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

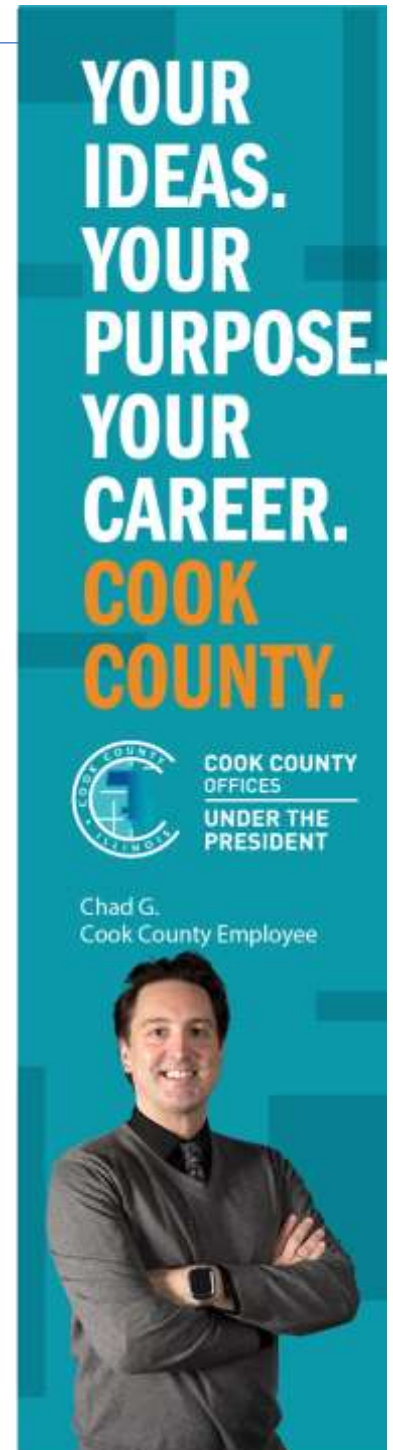
The Cook County Office of the Chief Financial Officer seeks a Financial Research Analyst IV to support the President, Chief Financial Officer, and others in their decision-making by developing a functional end-product with detailed quantitative and qualitative analysis. The primary areas of focus include management reporting, internal financial analysis, budget development, revenue compilation and forecasting, ordinance analysis, bond issuance and compliance, and various other related areas.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).



Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

ROLE SUMMARY

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 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:

Graduation from an accredited college or university with a master's degree in or Finance, Business Management or Public Administration.

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

PHYSICAL REQUIREMENTS:

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to 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.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

COVID-19 VACCINATION POLICY: Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.