



Position Recruitment Notification For Internal & External Candidates

Job Classification: Management Analyst - Finance

Department/Division: Finance
Employment Status: Full-time
Annual Salary/Grade: \$71,842 - \$88,007 +/- DOQ/Grade 5
FLSA: Exempt
Union: Non-Union
Employment Commission: N/A

Deadline for Application: Posted until filled, first review December 2, 2024

POSITION SUMMARY:

This position is responsible for administrative, analytical, and technical support to the assigned Village Department. The general areas of responsibility include administration, process improvement, budget preparation and management, grant management, purchasing, data analysis, payroll processing, process improvement, economic development analysis and performance measurement administration. A minimum of three (3) years of experience in a similar position in local government, at the level of administrative or management analyst or higher and possession of a Bachelor's Degree in Accounting or Finance from an accredited university.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=688069835>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



MANAGEMENT ANALYST

Department: Development Services & Finance

FLSA: Non-Union Exempt

Pay Grade: 5

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This position is responsible for administrative, analytical, and technical support to the assigned Village Department. The general areas of responsibility include administration, process improvement, budget preparation and management, grant management, purchasing, data analysis, payroll processing, process improvement, economic development analysis and performance measurement administration.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Department Director or designee.

Potentially supervises lower-level account clerk staff at the direction of the Department Director or designee.

EXAMPLES OF DUTIES: *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Develops, coordinates, and/or administers special projects or initiatives at the direction of the Department Director or designee.
2. Conducts long and short-range research reviews to assist management decision-making and develops recommendations regarding new and/or modified Village programs.
3. Supervises assigned Village staff, if so designated.
4. Assists in creating various reports tracking the Village's Economic Development initiatives.
5. Directs and coordinates financial monitoring, tracking and reporting for grant-funded programs.
6. Prepare financial analysis scenarios as requested by the Department Director or designee.
7. Provides complex administrative support to the assigned department during all phases of the Village's budgeting process including preparation of the department level annual budget request, year-end revenue and expenditure estimates, multi-year forecasting, review of department



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budget submissions, analysis, and budget monitoring.

8. Respond in a timely manner to request from Department Director or designee.
9. Assists assigned department in developing, tracking and submitting statistical reports and performance measures with regard to Village services and resources; analyzes and applies performance measures in the budget process to improve Village services and utilize Village resources more efficiently and effectively.
10. Evaluates operational methods of purchasing internal and external goods and services to determine efficiency of operations.
11. Assists Department in implementing approved purchasing changes. Provide regular assistance to the Department regarding purchasing matters, as needed, including the preparation of bid and/or Request for Proposal documentation. May develop specifications for the purchase of goods and services.
12. May provide back-up assistance to Department or Village-wide payroll process.
13. Proofs accounting, budget and revenue reports for numerical and grammatical accuracy.
14. Establishes and maintains a variety of files and records in a logical and organized manner.
15. Prepares, copies, and forwards budget and revenue materials.
16. Keeps informed on resolutions and ordinance additions and changes pertaining to Village-wide operations; suggest improvements to ordinances and regulations as it relates to improving revenue generation or limiting expenditures.
17. Attends Village budget workshops and meetings as requested by Department Director or designee.
18. Assists with timely month-end closings.
19. May maintain up-to-date chart of accounts.
20. May reconcile bank accounts and generates monthly journal entries, if assigned by Department Director or designee.
21. Assists with the preparation of financial statements and related schedules for various funds for audit.
22. May assist with audit financial statement notes, as requested by Department Director or designee.
23. Performs other duties as assigned by Department Director or designee.

QUALIFICATIONS: *(Required at time of hire and/or learned within a short period of time in order to*



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successfully perform the assigned duties.)

Knowledge of:

- Municipal administration and management principles and practices.
- Sources of information related to the operation of local government.
- Report writing and document preparation, spelling, grammar and punctuation.
- Operations, functions, policies and procedures of municipal budgetary assignments.
- Collective bargaining agreements and their potential budget impact.
- Payroll processes and procedures.
- General human resource policies and practices.
- State of Illinois and municipal purchasing laws, regulations and procedures.
- Computerized financial systems.
- Windows, Microsoft Word, Excel, Outlook and PowerPoint.
- Policy and process concepts.
- Methods to assemble, analyze, interpret, and organize financial and performance data.
- Statistical methods_and/or other analytical tools.
- Performance measures and their application to municipal operations and programs.

NOTE: Knowledge of Generally Accepted Accounting Principles (GAAP) and practices, as applied to general government accounting and related systems and procedures, is preferred. In addition, knowledge of Enterprise fund accounting and capital improvement fund accounting, is also preferred.

Ability to:

- Establish and maintain effective working relationships with a diverse group of individuals both within the Village organization and the general public.
- Learn and perform any specialized operations of the assigned Department plus understand and follow complex oral and written instructions, including technical terminology.
- Develop project budgets and projections.
- Prepare and maintain accurate and complete financial records and reports and prepare records



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in advance of external financial audits.

- Understand complex financial information to a broad audience with varying understanding of public budgets and finance.
- Ability to proposed use of technology and efficient business processes to reduce operating costs.
- Read, understand and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memoranda, letters, reports, financial reports, and legal documents.
- Perform a large volume of numerically detailed work accurately, make sometimes difficult mathematical computations.
- Work within restrictions and demands of deadlines, managing multiple projects and assignments; use principles of prioritizing and time management.
- Apply principles of logical thinking to define problems, collect data, establish facts, draw valid conclusions, and interpret a variety of technical instructions in mathematical or diagrammatic form.
- Make effective use of e-mail, scheduling software applications, mobile applications and Internet and web resources.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance.
- Attend meetings and events before and after traditional work hours.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Experience and Training Guidelines

Experience: A minimum of three (3) years of experience in a similar position in local government, at the level of administrative or management analyst or higher;

Training: Possession of a Bachelor's Degree in Accounting or Finance from an accredited university.



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Possession of a Master's degree in Public Administration or Business Administration, or a designation as a certified public accountant (CPA), are desirable.

License or Certificate:

Possession of, or ability to maintain a valid Illinois driver license is required. If a Certified Public Accountant, possession of the appropriate certification.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for extended periods of time.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.