

JOB ANNOUNCEMENT:

Public Finance Internship Program – Research and Consulting Center Government Finance Officers Association

203 N. LaSalle Street, Suite 2700
Chicago, IL 60601

To apply: www.gfoa.org/employment-application



GFOA seeks undergraduate or graduate students interested in a career working in local government finance. GFOA’s internship program offers practical experience working with local governments on issues such as budgeting, technology, accounting/financial reporting, treasury management, purchasing, process improvement and others. GFOA interns will contribute to research, data analysis, communications, and project management. In addition, interns will interact with a broad network of GFOA members and practitioners representing a wide variety of governments. Past GFOA interns have gone on to work with state and local governments, non-profit organizations, consulting firms, and GFOA.

Structure of GFOA’s Internship Program

Utilizing a combination of projects and learning opportunities, GFOA’s internship program is designed to provide a mix project experiences working in small teams with GFOA staff, other interns, and GFOA members.

Projects

GFOA interns work in small teams with other interns and/or GFOA staff to directly support research, consulting, education, and networking programs. Interns get practical experience managing projects, presenting recommendations to clients/internal leaders/members, and developing final work products including research reports, or writing articles for GFOA’s bi-monthly publication, *Government Finance Review*. All interns will be assigned a primary project lasting the duration of the internship and providing an opportunity for a deliverable or work product to highlight from their GFOA experience.

Learning Opportunities

GFOA staff also organize a series of job shadowing, site visits, mentor connections, and educational seminars to complement practical experiences and ensure that interns are exposed to practitioner connections and best practice information relevant for their “next” position in local government.



Internship Program

GFOA's internship program provides an opportunity for undergraduate or graduate students with an interest in pursuing a career in local government finance or in an industry serving local government finance to improve upon their knowledge/experience with public sector operations, develop network connections with GFOA members, and refine technical skills. Interns play a critical role in supporting various programs and services that GFOA offers. Specific tasks vary by project, but generally include gathering and analyzing information on local governments or public finance trends, conducting policy research on current issues, assisting with GFOA's consulting projects, preparing research reports, coordinating speakers for GFOA training seminars, and other activities to support the organization.

Interns can work remotely or in GFOA's Chicago office. The duration and scheduled hours per week of the internship is flexible and can include both the academic school year as well as the summer. ***GFOA is currently recruiting for spring semester and summer internships with potential for candidates to serve both.*** GFOA prefers that internships have a minimum duration of at least 10 weeks and can coordinate schedules to be flexible and accommodate an intern's schedule of classes. Specific responsibilities and projects will depend on the interests of the intern and current/trends in public finance. Past intern assignments include:

- Serve as project manager for projects working to coordinate other GFOA resources and ensure project is completed on time and meets stated objectives
- Develop case study research with leading practitioners and highlight best practices
- Conduct research to identify available data to support GFOA programs
- Communicate research findings and author GFOA research papers, issue briefs, or articles for *Government Finance Review*
- Assist in consulting projects to help facilitate focus group meetings, conduct background research on best practices, or evaluate technology options for local governments
- Manipulate large datasets in Excel or other data analysis program
- Conduct comparative research to benchmark local government policies, processes, and practices to support GFOA research and consulting projects
- Learn about GFOA's programs and assist with various aspects of non-profit management across all GFOA departments including membership, award program administration, certification, and marketing.

Preferred Qualifications

- Currently enrolled in or recently completed an undergraduate or advanced degree program in public policy, public affairs, public administration, political science, business administration, or a related field
- Strong interest in a career in the public sector or public finance industry
- Strong written and verbal communication skills
- Ability to manipulate data, analyze information, and communicate findings
- Ability to work effectively in small teams
- Ability to work independently or with minimal supervision
- Self-motivated and ability to work through ambiguity to meet customer expectations



- Critical thinking and problem-solving skills

Position Information

- Option to work from GFOA's Chicago office or work remotely
- Flexible scheduling to accommodate class schedules
- Compensation \$20-25/hour

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>



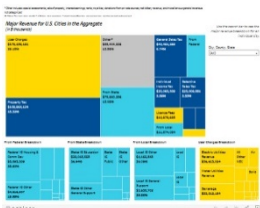
Photos of GFOA office at 203 N. LaSalle Street, Chicago, IL (Photos from M&J Wilkow)

Recent Projects

Example projects led by recent GFOA interns included:



Articles in *Government Finance Review*: GFOA interns regularly have articles published in GFOA's membership magazine providing writing samples and exposure to over 21,000 GFOA members.



GFOA Interactive Dashboards: Using data from the Census Bureau and data visualization tools, GFOA interns prepared a series of interactive dashboards to highlight local government revenue sources.

<https://www.gfoa.org/research-dashboards>



Case Studies: GFOA interns interact with members and develop case study research for innovative practices in local government finance. GFOA's award for excellence program provides an opportunity each year for GFOA member stories to be highlighted by interns. <https://www.gfoa.org/2020-awards-for-excellence-winners>

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 governed 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. 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 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