

## **Metropolitan Pier & Exposition Authority**

**Position Title:**           **Manager of Financial Planning, Budget and Analysis**

**Department:**           **Financial Reporting**

**FLSA:**                   **Exempt**

**Date:**                   **November 12, 2021**

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**Position Summary:** Under the direction of the Controller, prepares and manages the budget process, in addition to financial planning, analysis, forecasting and modeling for the Authority.

### **Essential Functions:**

1. Manages the preparation and compilation of the annual three-year budget for presentation to Senior Management and the MPEA Board.
2. Reviews budget submissions for appropriateness and reasonableness. Submits review comments for revisions and corrections to Department Heads and Authority partners. Ensures that packages are accurate and complete and that they include appropriate detailed supporting documentation.
3. Coordinates meetings with all Authority partners to discuss details related to budget submissions.
4. Prepares assumptions for represented labor costs based on labor contracts or expected labor contracts. Distributes assumptions to all depts and ensures budgets submitted are prepared in accordance with designated assumptions.
5. Assists other departments and partners with budget preparation and information requests.
6. Assists in preparation of the formal Financial Plan / Budget Books that are distributed to the Mayor, Governor & the Illinois General Assembly.
7. Prepares revised budgets and/or interim reforecasts based on actual results as requested.
8. Assists with the annual Revenue review.
9. Prepares various reports on a regular and as needed basis; including, but not limited to designing financial reports using JD Edwards software package.
10. Prepares and maintains historical trend information by year and performs comparisons of budgets submitted to prior actual operating results.

11. Inputs and/or oversees input of annual budget in JD Edwards system. Controls any changes to the budget spread within JD Edwards.
12. Reviews and analyzes methods of allocating costs to events and departments for identification of improvements in efficiency and/or in the usability of financial data generated.
13. Works with senior Authority financial staff to perform financial analysis for existing operations and new business opportunities. Collaborates with campus partners as needed to develop and obtain required information for analysis.
14. Embrace MPEA's mission to attract trade shows, conventions, meetings, expositions, and public events to strengthen the economy of both Chicago and Illinois.
15. Performs other duties and special projects as assigned.

**Education, Experience and Skills Required:**

1. Bachelor of Science or Bachelor of Arts degree in accounting or related field or equivalent experience (4 years).
2. Minimum of five years of professional experience in related finance or accounting positions, including working with the budget function; minimum of two (2) years supervisory experience.
3. Proficient in the use of Word and Excel programs
4. Proficiency in financial accounting software, including ability to design financial reports using said software; direct experience with JD Edwards financial package is strongly preferred.
5. Demonstrated strong knowledge of accounting controls, methods, and procedures.
6. Excellent verbal, written, and interpersonal skills.
7. Excellent analytical skills.
8. Proven ability to handle multiple tasks and prioritize effectively.
9. Proven ability to handle and maintain confidential information.