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CITY COLLEGES OF CHICAGO
DISTRICT OFFICE
OFFICE OF FINANCE
OUTSOURCING CONTRACT

JOB DESCRIPTION

Title: Financial System Analyst I

Reports To: Director of Business Services

Description: Maintains financial system administration for the District.

Duties & Responsibilities:

- Overall maintenance of the Financial System, including trouble shooting, Development of various queries and system reports.
- Data processing and Reconciliation (may include data entry -10 to 20 %).
- Performs other duties as assigned.

Qualifications:

- Excellent verbal and written communication skills.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District.
- Must be able to meet deadlines in a timely manner.
- Very good knowledge of Computer Systems and Oracle SQL Queries and relevant academic background.