

County of Cook



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0294
Job Title: Administrative Analyst IV
Salary Grade: 22
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 1000998
Shakman Exempt

Characteristics of the Position

General Overview

Performs a variety of detailed tasks to assist in the development, oversight and direction of all financial matters with the contract administration involving the Office of Capital Planning. Performs specialized analysis of accounting and financial control systems for the purpose of regulating appropriations and expenditures relative to all bond accounts. Reports directly to the Director of the Office of Capital Planning regarding all financial matters. May prepares bond account project cash flows, resolves problems with past due invoices, prepares capital improvement budgets, and performs other duties as required.

Key Responsibilities and Duties

Maintains accounting and financial control systems for the entire Capital Improvement Program and develops and implements appropriate financial control policy.

Reviews all financial documentation and coordinates into individual spreadsheets with the Excel Software Program for each vendor in each bond account. Retrieves transaction analysis, cash flow, check register, purchase order, and requisition balance information for each project. Provides analysis and recommendations for various improvements.

Upon receipt of invoices determines the business unit, bond account, object account and subsidiary. Performs a thorough review/ audit of each invoice to ensure scope and services rendered has been established. Projects and monitors the appropriations and expenditures for a five-year period and participates in the preparation of the Capital Improvement Program and strategic planning initiatives.

Initiates Cook County Board and Construction Committee back-up documentation and prepares requisitions when approval is received. Responsible for various levels of contract management including the tracking of purchase orders and working with the Comptroller's Office personnel to close out purchase orders as deemed necessary.

Attend bi-weekly Project Director meetings to remain abreast and possess a clear understanding of the direction and flow of each project. Provide financial status information and analysis to the executive staff as necessary.

Knowledge, Skills, Abilities and Other Characteristics:

Knowledge of principles, methods and procedures related to general accounting and financial reporting.

Knowledge of procedures for financial planning and development of budgets and ability to maintain reliable and accurate controls over rate of expenditure of funds.

Ability to plan, organize, direct and monitor accounting, financial management and related activities and problems for a large agency.

Ability to confer with department head and advise or explain financial transactions in a clear and understandable manner and make presentations as otherwise directed.

Ability to evaluate effectiveness and efficiency of accounting and financial systems and controls from viewpoint of soundness and propriety.

Ability to recognize the need for and to recommend and install practical measures for improvement.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS a minimum of one (1) year of experience working in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

Preferred Qualifications

Master's Degree.

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.