

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0110
Job Title: Director of Financial Control I
Salary Grade: 20
Bureau: Finance
Department: Revenue
Dept. Budget No. 007
Position I.D. 9500026
Shakman Exempt

Characteristics of the Position

General Overview

Executes responsible accounting operations and assists in the formulation and installation of new financial control systems for a county department or institution. Aids in devising forms, preparing manuals and establishing policies required to guide activities of bookkeeping and clerical personnel who maintain system. Assists the Director and Deputy Director on special projects and assignments in an effort to devise new policies and programs for the Department and the County's overall revenue structure and operation.

Key Responsibilities and Duties

Performs research and analysis as requested by the Director or Deputy.

Assists in the research, formation and review of policies and programs for the department and the County's overall revenue structure and operation.

Analyzes all or part of financial operations records, and reports for a county department or institution. Audits and analyzes various statements of receipts, disbursements, liabilities and assets.

Finalizes and prepares financial operating records. Prepares or directs the preparation of periodic, special and annual statements and other financial reports as required.

Trains and supervises accounting, budgeting, payroll, billings, bookkeeping and clerical employees engaged in processing and reporting activities in financial control.

Conducts survey of operations to ascertain needs of the department. Sets up classification of accounts and organizes accounting procedures and machine methods for maintaining them.

Knowledge, Skills and Abilities

Considerable knowledge of modern principles and practices utilized in accounting, business management functions, and in related governmental activities.

Extensive knowledge of business law; federal, state and local laws and ordinances and the interpretation and application to specific county problems.

Ability to plan, organize, assign, direct and evaluate the fiscal projects for the department or institution and to recommend improvements. Ability to exercise unusually good judgment in evaluating situations and in making decisions.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of progressively responsible accounting and auditing experience **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Accounting or Business Administration.

Five (5) years' experience in Accounting and Auditing.

Prior supervisory or managerial experience.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.