

COUNTY OF COOK



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

Job Code: 2501
Job Title: County Comptroller
Salary Grade: 024
Bureau: Finance
Department: Comptroller's Office
Dept. Budget No. 020
Position I.D. 9500452
Shakman Exempt

Characteristics of the Position

General Overview

Directs and coordinates County activities concerned with financial administration, general accounting, employee business services, and financial and statistical reporting. Directs the auditing, revision and settlement of all County credit and debit accounts. Advises Cook County Board of Commissioners, President, and Chief Financial Officer on desirable fiscal operational adjustments and changes due to tax revisions. Responsible for the overall management of the Comptroller's Office, delivery of services, and formulation of operational policy.

Key Responsibilities and Duties

Directs subordinates in administrative procedures in helping prepare and corroborate various departmental budgets based upon past, current and anticipated expenses and revenues.

Directs the supervision of the County's books and records of accounts reflecting receipts, disbursements, assets, liabilities and financial position.

Evaluates accounting and departmental business service procedures to plan methods for insuring timely receipt of payments, thereby reducing costs of accounting operations, and expediting the flow of work.

Directs compilation of data and preparation of financial and operating reports for planning effective administration of County activities by management.

Makes recommendations to administration concerning policies, procedures, means of reducing County operating costs and increasing revenues based on knowledge of market trends, financial reports, and governmental operating procedures.

Responsible for all financial records, Comprehensive Annual Financial Report (CAFR), appropriation ordinance, tax levy and resolutions.

Knowledge, Skills and Abilities

Thorough knowledge and understanding of all facets of financial procedures, accounting systems, and payroll management with respect to the role of a Comptroller in a government setting.

Ability to verbally discuss financial problems with department representatives, elected officials and administrative personnel and to prepare oral and written reports.

Ability to analyze numerical problems and develop accounting systems to accurately control the financial activity of the County.

Ability to plan, organize, direct and evaluate fiscal projects.

Ability to recommend solutions to financial problems and implement them as necessary.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years' experience in accounting, finance, or administration of a large and complex organization **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in commerce, accounting or finance.

Certified Public Accountant (CPA).

Experience in the financial administration of a large and complex public or governmental organization.

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.