

COUNTY OF COOK



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

Job Code: 0120
Job Title: Chief Financial Officer
Salary Grade: 024
Bureau: Finance
Department: Office of the Chief Financial Officer
Dept. Budget No. 021
Position I.D. 9500509
Shakman Exempt

Characteristics of the Position

General Overview

Responsible for the overall planning and development of fiscal policy for Cook County Government; oversees all financial operations under the auspices of the President and County Board, and functions as chief administrator in the coordination of several departments and agencies, including Purchasing, Risk Management, Budget, Comptroller, Revenue, Contract Compliance. Ensures that the fiduciary responsibilities of the County and its agencies are met, that funds are adequate for current expenditures and that projected expenses are monetarily sound. Monitors existing sources of revenue and explores potential sources of new revenue. Issues bonds on behalf of County to fund Capital Equipment and Capital Improvement projects. Consults with and advises the President in all matters related to financial policy. Recommends and implements policy changes as necessary and informs County Departments of same.

Key Responsibilities and Duties

Designs and develops and effective strategy for the efficient and systematic coordination of all county fiscal policies and procedures, particularly in those areas where such coordination may be lacking; institutes new methods and provides administrative direction to ensure smooth operation among departments having access to and responsibility for the management, accounting expenditure and control of County funds, primarily in departments under the jurisdiction of the President: Comptroller, Auditor,

Budget & Management Services, Purchasing, Risk Management, Revenue and Contract Compliance.

Promotes standardization, improvement, simplification and modernization of operating systems and procedures relative to all financial activities under the aegis of the above departments.

Recommends and implements organizational administrative changes aimed at achieving an optimum level of operating efficiency, reduction of duplication of services and consolidation of resources.

Ensures that all applicable ordinances, rules, guidelines and legal requirements are met in the execution of financial operations; establishes and maintains professional standards of performance and provides leadership in the development of common goals and objectives among departments involved in fiscal operations.

Ensures that the legislative intent of the County Board and directives of the President are met.

Assumes primary responsibility for the timely and efficient execution of the annual budgetary process; presides over budget meetings with department heads and Elected Officials, oversees the preparation of the Executive Budget Recommendations and Annual Appropriation Bill, based upon consultations with the President, Chairman of the Finance Committee and executive staff.

Consults with Comptroller and Auditor for purposes of reviewing estimated revenues and other available resources, assets and liabilities, debt services and periodic fund balances.

Prepares an accurate and long range assessment of the County's financial posture; advises President and County Board and may represent the County in dealing with financial institutions.

Provides assistance, guidance and direction to County Officials, departments and agencies, as needed or as directed by the President.

May confer with County Treasurer and other Elected Officials regarding collection of taxes, fees and other revenues, investment of funds and coordination of State and Federal Funds.

Knowledge, Skills and Abilities

Thorough knowledge of the principles of municipal finance; knowledge of the uses and applications of computer systems and programs to achieve goals and objectives related to the above duties, risk management, purchasing and related areas, as they pertain to government affairs.

Thorough knowledge of financial planning, accounting and auditing principles.

Ability to act independently to make sound financial decisions, conduct meetings, analyze facts and situations and determine an appropriate course of action.

Skill in providing direction to high-ranking managers and administrators engaged in financial operations of far reaching importance; ability to interpret highly technical information and devise strategy and policies relevant to meeting established goals for each department.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience of a highly responsible nature in Finance, Accounting, Banking or Business Administration in the public or private sector **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Accounting, Finance, Commerce or Business Administration.

Five (5) or more years' experience of a highly responsible nature in Finance, Public Finance or Accounting.

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.