

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0051
Job Title: Administrative Assistant V
Salary Grade: 20
Bureau: Finance
Department: Office of the Chief Financial Officer
Dept. Budget No. 021
Position I.D. 9500513
Shakman Exempt

Characteristics of the Position

General Overview

Performs as an executive assistant to the Chief Financial Officer and Deputy Chief Financial Officer, providing technical support on issues of financial analysis between professional staff, management and other personnel. Assists in the formulation and interpretation of financial reports and procedures. Performs highly confidential executive work related to the operational and analytical functions within the Bureau. Serves as a key liaison in controls between and among inter-active department and agencies. Manages the development of financial standards and methods of support relative to such standards. Assists management in evaluating plans and programs in regards to efficiency of Bureau operations. Maintains the confidentiality of the Chief Financial Officer's files, records and correspondences, particularly with respect to work-in-progress materials dealing with policy changes or matters to be reviewed by the Board President.

Key Responsibilities and Duties

Responsible for a variety of tasks and procedures relative to RFP (request for proposal) activities with an aim toward determining the best proposals for award of a contract.

Prepares cost analysis and objective comparison of proposals to enable and assist upper management in decision-making matters.

Designs evaluation tools for various financial reports to assist the Chief Financial Officer in the decision making process.

Researches topics in the financial arena. Studies and reviews organizational relationships with respect to strategies, objectives, and functions to ensure continued improvement and effectiveness of operations.

Develops, manages and coordinates preparation of materials to assist the Chief Financial Officer in decision making process.

May assist the Deputy Chief Financial Officer with operational and analytical functions within the Bureau.

Knowledge, Skills and Abilities

Knowledge of the principles and techniques of financial analysis.

Skill in researching, including organizational skills and mathematical analysis.

Ability to perform independently in completing job assignments.

Ability to prioritize job assignments when necessary.

Skill in the application of sound mathematic principles and basis bookkeeping methods.

Ability to respond in a timely manner to matters of unresolved business.

Thorough knowledge of correct business language usage, punctuation and grammar, and their proper application to business forms, letters, records, and reports, where applicable.

Skill and proficiency in the use of a personal computer and the application of software used in financial analysis.

Ability to communicate tactfully and with courtesy.

Minimum Qualifications

High School Diploma or GED certificate PLUS a minimum of one (1) year of experience in an administrative capacity **OR** graduation from an accredited college or university with a Bachelor's degree.

Preferred Qualifications

Master's Degree in Finance, Business Management or Public Administration.

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.