

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0128
Job Title: County Auditor
Salary Grade: 24
Bureau: Executive Agencies
Department: County Auditor
Dept. Budget No. 070
Position I.D. 9501538
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Cook County Board President and the Cook County Board of Commissioners, serves as the County Auditor to maintain a proficient staff which audits County fee offices and information systems, as well as, works with external auditors on the County's annual audit. Responsible for the implementation and development of the overall objectives, policies and procedures. Develops and coordinates programs for new or revised services. Facilitates and supervises the selection and training of personnel. Oversees the preparation and execution of the County Auditor's budget. Serves as a member of the Cook County Board's Audit Committee.

Key Responsibilities and Duties

Serves as the Cook County Auditor department head. Responsible for the implementation and development of the overall objectives, policies and procedures for the County Auditor. Plans, organizes and directs all activities concerned with the administration and operation of the office of the County Auditor.

Facilitates and supervises the selection and training of personnel. Hire, train and direct all employees in order to maintain a proficient staff which audits County fee offices and

information systems. Final authority on disciplinary matters related to employees of the office of the County Auditor.

Oversees the preparation and execution of the County Auditor's budget. Monitors the accuracy and timeliness of budget preparation as well as coordinates acquisition of materials and payment for services provided to the office of the County Auditor. Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the department.

Gives final approval by reviewing and signing all audit reports. Communicate sensitive and confidential audit issues with elected officials and department heads.

Serves as primary representative for the Auditor's office at public meetings, events, on task forces, etc. Member of the Cook County Board's Audit Committee to advise the committee on matters relating to audit reports.

Knowledge, Skills and Abilities

Knowledge of the County Auditor's office and auditing administration.

Extensive knowledge of policies and procedures of accounting and auditing management.

Ability to make policy recommendations and implement programmatic changes.

Ability to prepare department budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Knowledge of generally accepted accounting principles and auditing standards.

Ability to communicate technical audit issues in a concise manner.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify errors, irregularities and illegal acts and take appropriate action.

Good interpersonal relation skills. Ability to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Ability to communicate in verbal, written or electronic formats in a concise and grammatically correct manner.

Good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Excellent computer skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree and certified as a Public Accountant (CPA) and licensed by the State of Illinois PLUS a minimum of three (3) years' experience as an internal/external auditor working in a large governmental setting or comparable organization **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Accounting or Finance.

Five (5) or more years' experience as an internal/external auditor working in a large governmental setting or comparable 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.