

COUNTY OF COOK



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

Job Code: 0019
Job Title: Deputy Chief Financial Officer
Salary Grade: 24
Bureau: Finance
Department: Office of the Chief Financial Officer
Dept. Budget No. 021
Position I.D. 9501541
Shakman Exempt

Characteristics of the Position

General Overview

Responsible, with the Chief Financial Officer, for the overall planning and development of County fiscal policy and oversight of all financial operations under the auspices of the President and County Board; assists the Chief Financial Officer in the coordination of various departments and agencies, including Purchasing, Risk Management, Budget, Comptroller, Revenue and Contract and Compliance. Monitors existing sources of revenue and explores potential sources of new revenue. Assists CFO with reconciliation of cash from bond proceeds deposited in back accounts and expended for capital equipment and capital improvement projects.

Key Responsibilities and Duties

Assists in designing and developing an effective strategy for the efficient and systematic coordination of all activities pertaining to the formulation and implementation of sound fiscal policy affecting County operations.

Assists in ensuring smooth operation among departments having access to and responsibility for the management, accounting, expenditure and control of County funds; these departments include the Comptroller, Auditor, Budget & Management Services, Purchasing, Contract Compliance, Risk Management and Revenue.

Assumes responsibility for designated projects requiring oversight at the Bureau level; meets with department heads and officials to monitor various projects, assess progress in light of goals and objectives, and convey information and directives from the CFO.

Consults with and advises the CFO in a wide variety of confidential and policy-making decisions; assists in preparations to the Board, executive management and other internal and external audiences as required.

Assists in recommending and implementing organizational administrative changes aimed at achieving an optimum level of operating efficiency, reduction of duplication of services and consolidation of resources. Helps prepare a viable business model by which such goals may be met.

Assists in ensuring that all applicable ordinances, guidelines and legal requirements are met in the execution of financial operations; assists in establishing and maintaining professional standards or performance and providing leadership in the development of common goals and objectives among departments involved in fiscal operations.

Knowledge, Skills and Abilities

Thorough knowledge of the principles of municipal finance, data information systems, risk management, purchasing and related areas, as they pertain to government affairs.

Thorough knowledge of financial planning, accounting, auditing principles, and cash management.

Ability to direct and oversee important projects and the efforts of others.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

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

Ability to effectively communicate to others salient facts concerning the County's overall financial standing and prospective changes related thereto.

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 **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, Accounting,

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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.