

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0113
Job Title: Director of Financial Control IV
Salary Grade: 24
Bureau: Bureau of Finance
Department: Comptroller's Office
Dept. Budget No. 020
Position I.D. 9520652
Shakman Exempt

Characteristics of the Position

General Overview

Oversee and supervise the County's Accounts Payable Department. Ensure that all payment requests from County departments are properly funded and documented. Ensure that all County vendors are paid in a timely manner. Functions as one of the principal fiscal officers for the Accounting Division of the Comptroller's Office. Performs highly complex, confidential and responsible accounting and financial work involving the operation and control of financial matters. Works with the Comptroller with the formulation and implementation of policies, rules and regulations affecting financial control and management of the Accounting Division and the Office of the Comptroller.

Key Responsibilities and Duties

Coordinates County activities concerned with financial administration, general accounting, business services and financial statistical reporting of matters related to revenues and expenditures.

Confers with the Comptroller in order to properly evaluate major financial problems and the initiation of procedure to alleviate them.

Formulates and coordinates policies, rules, and regulations affecting financial control management and accounts payable.

Maintains legal records under the authority of the Comptroller.

Conducts administrative and/or organizational studies. Makes recommendations concerning the alleviation of inefficient procedures and other administrative problems.

Supervises special projects and departmental initiatives.

Serves as a liaison between the Office of the Comptroller and other County officials and agencies.

Drafts, motions, resolutions, reports and other communications at the request of the Comptroller.

Supervise and administer the Accounts Payable Department Staff of 16 employees.

Maintain and update the vendor address book.

Maintain and update departmental signature authorization cards.

Ensure that bills requiring board approval are submitted to the County Board.

Ensure that bills are charged to the proper account and have adequate funding.

Approve all incoming batches from other County departments and batches created within the Accounts Payable department.

Prepare weekly cash disbursement schedule to determine vendor payment.

Prepare and disburse vendor payments on a weekly or as-needed basis.

Process purchase order "change order" requests and issue IRS Form 1099 to qualified vendors.

Work with the MIS department in performing the County's year-end accounting close.

Interface with other County departments and vendors in resolving payment issues.

All other Accounts payable related administrative functions.

Knowledge, Skills and Abilities

Advanced administrative knowledge of modern principles and practices governing fiscal and business management as well as policies, procedures and ordinances.

Ability to plan, organize, direct and evaluate the fiscal projects and to recommend constructive improvements.

Ability to interact with department heads and elected officials.

Knowledge of accounting principles.

Through knowledge of Accounts Payable department operations.

Ability to supervise employees and resolve conflicts.

Ability to resolve payment issues with vendors.

Sound organizational skills.

Proficient writing skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in accounting or finance **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Accounting or Finance.

Certified Public Accountant (CPA).

Five (5) or more years' experience in an accounting or finance function.

Prior supervisory or managerial work experience.

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.