

COUNTY OF COOK



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

Job Code: 4706
Job Title: Director of Financial Control Reporting
Salary Grade: 024
Bureau: Finance
Department: Comptroller's Office
Dept. Budget No. 020
Position I.D. 9900491
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Comptroller & Chief Financial Officer, supervises and coordinates the work activities of employees engaged in calculating, posting and verifying financial records for use in maintaining accounting and statistical records for timely preparation of a Comprehensive Annual Financial Report (CAFR) in accordance with GFOA reporting requirements and timely preparation of a Single Audit Report in accordance with the Single Audit Act Amendment of 1996 and OMB Circular A-133. Responsible for budgets, reports and appropriate controls, including, but not limited to, budgets, government or foundation grants and other fiscal resources. Informs the Comptroller of fiscal state in relation to budget and management planning and assures that financial reporting and management decision-making is sound.

Key Responsibilities and Duties

Coordinates and manages County-wide resources necessary for the timely preparation of a Comprehensive Annual Financial Report (CAFR) with a detailed reporting timeline which includes all information required from affiliated agencies (component units, Health Facilities, Forest Preserve, Pension Trust Funds, etc.) within six months of the end of the County's fiscal year, in accordance with GFOA reporting requirements.

Assists the Comptroller in the auditing process for internal and external audits by reviewing and approving appropriate prepared by client (PBC) work papers and schedules.

Prepares a schedule of all required closing entries, including the accounting information needed for each area, and the required accounting entries necessary to complete the government-wide financial statements.

Coordinates and manages resources for the timely preparation of a Single Audit Report in accordance with the Single Act Amendment of 1996 and OMB Circular A-133.

Participates in the County-wide fraud risk assessment process and continuing evaluation of financial reporting controls.

Compiles composite reports from individual reports as required by management, government or funding agencies, including a listing of all internal reports, including the person or department responsible for producing such report, necessary to complete and support the journal entry duties indicated above.

Assists in developing and revising accounting systems and procedures as necessary to meet changing conditions and requirements using proper documentation and control methods.

Assists in preparing analysis and comparison of actual budget with prior budget.

Responsible for budgets, reports and appropriate controls, government or foundation grants and other fiscal resources. Deadline responsibility for data submission to appropriate authorities. Controls reporting, recording and vouchering transactions with government agencies under varied and complex grants and contracts involving substantial agency income.

Prepares indicators of program performance for supervisors on a regular basis. Provide efficiency measures for programs and evaluates reports. Prepares forecasts by facility by program and by grant. Serves as a fiscal advisor and consultant to the Comptroller.

Works in the capacity of staff liaison to finance and audit committees and aids in the development of financial policy.

Manages accounting staff and interviews, hires and trains employees. Plans, assigns and directs work. Appraises employee performance on a timely basis.

Addresses complaints and resolves problems.

Knowledge, Skills and Abilities

Experience with the design and preparation of financial reports for internal management purposes.

Knowledge of the reporting requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133.

Ability to analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations such as new Governmental Accounting Standards Board (GASB) Statements, Interpretations, Concepts, Statements, Technical Bulletins, and to implement GASB pronouncements.

Ability to write reports and business correspondence and to effectively present information and respond to questions from managers, clients, internal and external auditors.

Skilled in working with mathematical and financial concepts with the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situation departmental goals and objectives.

Ability to solve practical problems and interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Skilled in supervising and directing the activities of professional, technical and other support personnel engaged in a variety of accounting activity.

Skilled in developing policies, procedures and programs relative to large scale projects especially in connection with departmental goals and objectives.

Must possess excellent communication skills; ability to compose and develop accounting reports and budgets, financial projections, statistical analysis along with an ability to provide in-depth explanation and analysis of same.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' highly responsible experience in managing governmental accounting **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' managing governmental 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.