

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.

COUNTY OF COOK



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

Job Code: 4823
Job Title: Deputy Auditor
Salary Grade: 24
Bureau: Executive Agencies
Department: County Auditor
Dept. Budget No. 070
Position I.D. 9500649
Shakman Exempt

Characteristics of the Position

General Overview

Assists County Auditor in administering all functions of the department, involving principally, the establishment and maintenance of uniform accounting procedures and systems, the auditing of receipts and the development of financial data. Assists the County Auditor in the development of policies and in exercising employment decisions such as hiring, performance appraisals and discipline. Designs and coordinates audit seminars to ensure that field auditors receive the necessary education required by government auditing standards. In the absence of the County Auditor, responsible for the administration of the office and ascertaining that office policy is being followed.

Key Responsibilities and Duties

Supervises the activities of Field Auditors and support staff. Plans, schedules and distributes external audit assignments to monitor accuracy and timeliness of work projects. Privy to highly confidential information including all data resulting from external audits. Performs field reviews of audit work in progress and final reviews of its completed paperwork.

Assists the County Auditor in employment decisions such as hiring, performance appraisals and discipline. Participates on interview panels for divisional consideration of new hires. Identifies employee's strengths and makes recommendations to improve employee's weaknesses through the use of formal and informal methods of performance evaluations. Initiates the progressive disciplinary action of disruptive employees.

Designs and coordinates audit seminars to ensure that field auditors receive the necessary education required by government auditing standards. Monitors the continuing education received by the field auditors to ensure that they are current in their accounting and auditing practices and to maintain a proficient staff. Compiles and maintains all training records in order to retain the office's license as a registered continuing professional education sponsor issued by the Illinois Department of Financial and Professional Regulation.

Develops and updates audit manuals and procedures used by the auditors to ensure compliance with generally accepted accounting principles and auditing standards.

Supervises special projects which may occur in areas not covered in the usual audit examination, as directed by the County Auditor.

In the absence of the County Auditor, responsible for the administration of the office and ascertaining that office policy is being followed.

Knowledge, Skills and Abilities

Basic knowledge of policies and procedures of the County Auditor's office. Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Thorough knowledge of generally accepted accounting principles and auditing standards.

Knowledge of basic management practices and procedures.

Ability to maintain confidentiality regarding audits and personnel matters.

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 error, irregularities and illegals acts and take appropriate action.

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

Ability to demonstrate good administrative and supervisory skills

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

Ability to manage multiple projects effectively.

Excellent computer skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree 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.

Possession of a Certified Public Accountant (CPA) certificate and licensed by the State of Illinois.

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.