

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: Finance
Department: Comptroller's Office
Dept. Budget No. 020
Position I.D. 9500456
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.

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.

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COUNTY OF COOK



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

Job Code: 0116
Job Title: Deputy Comptroller
Salary Grade: 024
Bureau: Bureau of Finance
Department: Comptroller's Office
Dept. Budget No. 020
Position I.D. 9500453
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Comptroller in directing and coordinating the County activities concerned with financial administration, general accounting, employee business services, and financial and statistical reporting. Assists the Comptroller in directing the auditing, revision and settlement of all County credit and debit accounts. Acts as a liaison in advising the Cook County Board of Commissioners, President, and Chief Financial Officer on desirable fiscal operational adjustments and changes due to tax revisions. Assists the Comptroller in the overall management of the Comptroller's Office, delivery of services, and formulation of operational policy.

Key Responsibilities and Duties

Assists the Comptroller in directing subordinates in administrative procedures in helping prepare and corroborate various departmental budgets based upon past, current and anticipated expenses and revenues.

Assists in the supervision of the County's books and records of accounts reflecting receipts, disbursements, assets, liabilities and financial position.

Evaluates accounting and departmental business service procedures to plan methods for insuring timely receipt of payments, thereby reducing costs of accounting operations, and expediting the flow of work.

Assists in the compilation of data and preparation of financial and operating reports for planning effective administration of County activities by management.

Makes recommendations to the Comptroller concerning means of reducing County operating costs and increasing revenues, based on knowledge of market trends, financial reports, and governmental operating procedures.

Aids in the development and enforcement of policies and procedures.

Assists the Comptroller in fulfilling the Comptroller's Office responsibilities for all financial records, the Comprehensive Annual Financial Report (CAFR), appropriation ordinance, tax levy and resolutions.

Knowledge, Skills and Abilities

Complete knowledge and understanding of all facets of financial procedures, accounting systems, and payroll management with respect to the role of a Comptroller in a government setting.

Ability to verbally discuss financial problems with department representatives, elected officials and administrative personnel and to prepare oral and written reports.

Ability to analyze numerical problems and develop accounting systems to accurately control the financial activity of the County.

Ability to plan, organize, direct and evaluate fiscal projects.

Ability to recommend solutions to financial problems and implement them as necessary.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree in commerce, accounting or finance.

Certified Public Accountant (CPA).

Experience in the financial administration for a large and complex public or governmental 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: 2501
Job Title: County Comptroller
Salary Grade: 024
Bureau: Finance
Department: Comptroller's Office
Dept. Budget No. 020
Position I.D. 9500452
Shakman Exempt

Characteristics of the Position

General Overview

Directs and coordinates County activities concerned with financial administration, general accounting, employee business services, and financial and statistical reporting. Directs the auditing, revision and settlement of all County credit and debit accounts. Advises Cook County Board of Commissioners, President, and Chief Financial Officer on desirable fiscal operational adjustments and changes due to tax revisions. Responsible for the overall management of the Comptroller's Office, delivery of services, and formulation of operational policy.

Key Responsibilities and Duties

Directs subordinates in administrative procedures in helping prepare and corroborate various departmental budgets based upon past, current and anticipated expenses and revenues.

Directs the supervision of the County's books and records of accounts reflecting receipts, disbursements, assets, liabilities and financial position.

Evaluates accounting and departmental business service procedures to plan methods for insuring timely receipt of payments, thereby reducing costs of accounting operations, and expediting the flow of work.

Directs compilation of data and preparation of financial and operating reports for planning effective administration of County activities by management.

Makes recommendations to administration concerning policies, procedures, means of reducing County operating costs and increasing revenues based on knowledge of market trends, financial reports, and governmental operating procedures.

Responsible for all financial records, Comprehensive Annual Financial Report (CAFR), appropriation ordinance, tax levy and resolutions.

Knowledge, Skills and Abilities

Thorough knowledge and understanding of all facets of financial procedures, accounting systems, and payroll management with respect to the role of a Comptroller in a government setting.

Ability to verbally discuss financial problems with department representatives, elected officials and administrative personnel and to prepare oral and written reports.

Ability to analyze numerical problems and develop accounting systems to accurately control the financial activity of the County.

Ability to plan, organize, direct and evaluate fiscal projects.

Ability to recommend solutions to financial problems and implement them as necessary.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years' experience in accounting, finance, or administration of a large and complex organization **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in commerce, accounting or finance.

Certified Public Accountant (CPA).

Experience in the financial administration of a large and complex public or governmental 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: 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.