

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION

Deputy Clerk of Finance

Job Code: 8894

Job Title: Deputy Clerk of Finance

Salary Grade: 24

Position I.D. No.: 0075247

Status: Shakman Exempt

Division: Finance

Job Summary

The Deputy Clerk of Finance reports directly to the County Clerk and Chief Deputy Clerk with general responsibility for advising the Clerk and her Executive Staff on matters related to finance, accounting and purchasing issues that may impact the Cook County Clerk's Office (CCCO). The Deputy Clerk of Finance is primarily responsible for all matters related to finance and for assisting the Chief Deputy Clerk and the Clerk in finalizing the CCCO annual budget. The Deputy Clerk of Finance provides regular reports to the Chief Deputy Clerk or the Clerk on all matters related to finance.

The Deputy Clerk of Finance's responsibilities include assisting in the development of financial, budgeting, and purchasing policies and implementing procedures that establish the Clerk's agenda. The Deputy Clerk of Finance analyzes budget accounts and participates in the preparation of the CCCO's annual appropriation budget working collaboratively with the Chief Deputy Clerk and the Clerk. The Deputy Clerk of Finance attends executive level meetings both within CCCO and with other County governmental agencies. The Deputy Clerk of Finance prepares historical analyses of revenue and recording trends. The Deputy Clerk of Finance implements new policies consistent with the Clerk's initiatives and the County Board. The Deputy Clerk of Finance assists in establishing policy positions on proposed legislation. The Deputy Clerk of Finance assists in the preparation of written correspondence that reflects the Clerk's perspective.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Acts as an advisor to the Clerk, Chief Deputy Clerk, and Deputies within the CCCO on all matters related to finance and budget and ensuring that the Finance Division implements the Clerk's mission of accuracy, efficiency and advocacy.
- Oversees the Director of Finance's schedule, authorizes time-off requests, and reviews and monitors the Director's time usage practices.

- Make determinations regarding assignment of overtime for Finance Division.
- Maintains physical and computerized records and communicates with Finance Division employees via written and electronic means.
- Develops parameters for ensuring that Finance employees are trained to perform their essential job duties and process and ensures that Finance employees provide positive customer service.
- Develops CCCO policy on finance, budget, and purchasing in conjunction with the Executive Staff including but not limited to the Clerk, Chief Deputy Clerk and Deputies.
- Attends regular meetings with the Clerk, Chief Deputy Clerk, and all Executive Staff members in order to discuss policy, confidential matters, and any CCCO initiatives.
- Assists in the preparation of correspondence for distribution to the Cook County Board of Commissioners, interacts with members of the County Board and County Department Heads, attends inter-governmental meetings, and prepares a written summary for the Chief Deputy Clerk and Clerk's review.
- Facilitates the preparation of the Clerk's annual budget appropriation requests for ultimate approval by the Chief Deputy Clerk and the Clerk.
- Makes regular recommendations to the Clerk and Chief Deputy Clerk on all matters related to the budget.
- Meets with various Cook County agencies including but not limited to the Cook County Comptroller's Office and Capital Planning in order to finalize budget recommendations to be presented to the Clerk and Chief Deputy Clerk.
- Assists in problem-solving issues that affect employees and customers as it relates to cash management, funding, or customer service complaints.
- Represents the Clerk before vendors, community groups and interest groups relating to Finance.
- Manages and approves budgetary operating expenditures on a daily basis.
- Attends confidential internal union negotiations or participate in labor/management meetings as needed.
- Acts as an advisor to the Chief Deputy Clerk and the Clerk with regard to anything that may have a financial impact including but not limited to: union grade increase, hiring, monetary settlement, or reduction in force.
- Assists the Clerk, Chief Deputy Clerk, Deputies, and Chief Legal Counsel with the legislative policy agenda while maintaining strict confidentiality on all policy matters and analyzing legislative policy for financial impact or budgetary concerns.
- Collaborates with Deputy Chief of Staff and Labor Counsel to review all hiring and payroll to ensure the CCCO is operating within budgeted amounts.
- Oversees the Deputy Clerk for the Clerk of the Board's approval of all purchase requisitions for supplies and equipment.
- Monitors all purchasing in order to ensure compliance with the Cook County procurement policy.
- Oversees the implementation of all CCCO expenditure contracts.
- Assists Deputy Chief of Staff and Legal Counsel with all internal and external audit requests.
- Reviews and approves Standard Operating Procedures for the Finance Division.
- Attends conferences and meetings with various Cook County agencies on behalf of the CCCO.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.

- Attends and participates in CCCO outreach events, as needed.

This list represents the essential tasks performed by the Position. Employee may be assigned additional Position-related duties by management as required.

Minimum Qualifications

- Possession of Bachelor's degree in Business, Finance, Economics, or Accounting from an accredited college or university.
- Five (5) years of full-time paid work experience in Finance or Accounting.
- Three (3) years of full-time paid work experience in a supervisory capacity.
- Experience in planning and budgeting.
- One (1) year of full-time paid work experience implementing accounting and financial controls.

Preferred Qualifications

- Master's degree in Business, Finance, Economics, or Accounting from an accredited college or university.
- Certified Public Accountant.
- Three (3) years of experience working in a governmental environment with union employees.

Knowledge, Skills and Abilities

- Knowledge of Cook County government programs, policies, procedures and legislation that may impact the operation of the CCCO.
- Basic computer skills.
- Knowledge of spreadsheet applications and other computer software.
- Ability to write reports, business correspondence, and procedures.
- Knowledge of the real estate/mortgage industry, the housing industry, land records management industry, and related economic trends.
- Knowledge of all CCCO technology including computer system, workstations, public terminals, and internet access.
- Knowledge of CCCO's, Policy Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCCO.
- Knowledge of common real estate and other recording-related documents within the CCCO.
- Knowledge of ancillary CCCO programs and services, such as property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Knowledge of Cook County government programs and services and the real estate/mortgage industry.
- Excellent oral and written communication skills as well as interpersonal relationship building skills.
- Strong leadership and organizational skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Skilled in project management.

- Ability to prepare an annual budget that incorporates housing trends.
- Ability to effectively present information and respond to questions from employees, other County Offices, and the general public.
- Ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.
- Ability to interpret rules, regulations, and policies.
- Ability to exercise good judgment in making decisions, reorganizing established precedents and in meeting new problems.
- Ability to establish and maintain confidentiality and trust.
- Ability to meet deadlines and effectively utilize time with limited oversight.

Physical Requirements

- Standing and walking for moderate periods of time
- Ability to sit for at least two (2) hours at a time
- May have to lift 10 lbs.
- Long periods of time working on computer requiring vision and typing capabilities