

OFFICE OF THE COOK COUNTY CLERK

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



STANDARD JOB DESCRIPTION

Director of Finance

Job Code: TBD
Job Title: Director of Finance
Salary Grade: 22

Position I.D. No.: TBD
Status: Shakman Exempt
Division: Finance

Job Summary

The Director of Finance will report to the Deputy Clerk of Finance. The Director of Finance will be responsible for supervising accounting staff, overseeing internal controls, setting financial targets, and developing financial strategy. The Director of Finance will establish practices to secure the financial health of the Cook County Clerk's Office ("CCCO"). This role manages the accounting and revenue aspects of CCCO by enforcing a financial strategy aimed toward transparency and efficiency. Additional duties include, conducting financial assessments, generating reports, establishing budgets and conducting risk assessments on initiatives. The Director of Finance consults with and advises the Chief Deputy Clerk regarding the development, promulgation and implementation of the policies and practices affecting accounting, budgeting and operations, consistent with the county's rules and procedures. The Director of Finance provides direction and leadership to the Clerk, Chief Deputy Clerk and Deputy Clerk of Finance related to budgetary planning and creates and manages cross-departmental operation projects in order to meet the strategic goals of the Office. The Director of Finance duties include direct oversight of the Finance and Operations division's employees' work performance, assignment of work, ensuring proper workflow, addressing and resolving employee concerns and questions, issuing performance evaluations and initiating disciplinary action. The Director of Finance is accountable for the implantation of directives issued by the Cook County Clerk and Chief Deputy Clerk.

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

- Establishes and maintains adequate internal control procedures to ensure the integrity of the financial results and reporting.
- Analyzes accounting trends and proposes cost saving measures in all areas including salary and wages

- Implements and maintains accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting.
- Develops regular reporting and analysis, and conducts ad hoc financial analysis as required.
- Provides ongoing financial modeling and analysis expertise.
- Reviews and ensures appropriate internal controls procedures and that compliance regulations are in order.
- Interprets the CCCO financial strategy and ensures implementation.
- Prepares and presents financial information to the Deputy Clerk of Finance.
- Directs the Finance Division staff in document production for annual external audit.
- Assists the Deputy Clerk of Finance in creating the budget for the CCCO for presentation to the Cook County Board of Commissioners.
- Assists the Deputy Clerk of Finance in communicating the CCCO's budgetary recommendations and related issues with Cook County Commissioners and other County agencies, as necessary.
- Assists the Deputy Clerk of Finance in determining the financial impact and related issues for any legislative priorities identified by the Clerk.

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

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or related field from an accredited college or university.
- Five (5) years of full-time paid professional work experience in Finance or Accounting.
- Three (3) years of full-time paid professional work experience in a supervisory capacity.

Preferred Qualifications

- Master's degree in Accounting, Finance, or related field from an accredited college or university.
- Seven (7) years of full-time paid professional work experience in Finance or Accounting.
- Certified Public Accountant (CPA)
- Experience implementing accounting and financial controls.
- Experience with cap table management and employee stock plans.
- Experience with joint venture structures and finance models.

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, 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 Requirement

- 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.