



## COOK COUNTY, ILLINOIS

### Director of Financial Control III - Opportunity in Chicago

The Cook County Department of the Justice Advisory Council is seeking a Director of Financial Control III to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the Executive Director, Justice Advisory Council, the Director of Financial Control III develops, recommends, and implements financial policies and procedures related to department finances at-large. Assists and consults with department staff on finance-related activities, including budgeting and procurement. Assists in strategic planning initiatives, prepares financial reports for management and grantors, and coordinates audit responses. Formulates policies and procedures affecting financial control and management. Consults with Department head and staff to evaluate financial and operational issues across the department and assists in determining opportunities for efficiencies and/or increased revenue. Coordinates programs ensuring performance measures and evaluation criteria are developed and implemented. Performs specialized analysis of accounting and financial control systems for the purpose of regulating appropriations and expenditures relative to all accounts for the Executive Director. Makes recommendations regarding grant application and oversees grants, special funds and contract management for the department.

#### How do I apply?

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov).

#### When are Resumes due?

Until Filled.

#### SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.

- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

#### **Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

#### **Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits
- Competitive Base Pay

#### **Post Offer testing:**

**This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

**PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.**

#### [EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0112  
Job Title: Director of Financial Control III  
Salary Grade: 23  
Bureau: Office of the President (OOP)  
Department: Justice Advisory Council (JAC)  
Dept. Budget No. 1205  
Position I.D. 0127668  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the direction of the Executive Director, Justice Advisory Council, the Director of Financial Control III develops, recommends, and implements financial policies and procedures related to department finances at-large. Assists and consults with department staff on finance-related activities, including budgeting and procurement. Assists in strategic planning initiatives, prepares financial reports for management and grantors, and coordinates audit responses. Formulates policies and procedures affecting financial control and management. Consults with Department head and staff to evaluate financial and operational issues across the department and assists in determining opportunities for efficiencies and/or increased revenue. Coordinates programs ensuring performance measures and evaluation criteria are developed and implemented. Performs specialized analysis of accounting and financial control systems for the purpose of regulating appropriations and expenditures relative to all accounts for the Executive Director. Makes recommendations regarding grant application and oversees grants, special funds and contract management for the department.

### **Key Responsibilities and Duties**

Consults with Executive Director, JAC to properly evaluate major financial and operational problems, and assists in determining opportunities for efficiencies and/or increased revenue.

Responsible for the financial condition of the department.

Supervises and directs professional staff and delegates responsibility for completing various projects.

Directs the financial aspects of budgeting, purchases, contracts, and all other related financial transactions in conjunction with the Executive Director /or applicable Department head.

Works with Comptroller Office to close out purchase orders as deemed necessary, and to ensure all reporting requirements are met.

Manages the operational budgets, special funds, and grants for the department.

Formulates and coordinates policies and standard operating procedures affecting financial control and management in collaboration with the Executive Director..

Responsible for managing audits; financial data analysis and forecasting; and reporting of matters related to expenditures, receipts, assets, and liabilities.

Ensures information from department-specific processes are used in financial models and decision making.

Advises departments in the design of specific plans of action and timelines to ensure asset information, funding sources, debt, revenue, and budget data are all provided to appropriately manage across the asset's entire lifecycle.

Monitors achievement of program objectives, budget expenditures and program compliance.

Develops revenue, expenditure, cost accounting and statistical reports for the Executive Director and/or applicable Department heads.

Prepares financial data for items seeking approval by the County Board.

Serves as a liaison to the Department of Budget and Management Services and Bureau of Finance regarding budget and finances.

Responsible for financial position control and developing regular repots to monitor the hiring plan.

### **Knowledge, Skills and Abilities**

Knowledge of procedures for financial planning and development of budgets with the availability to maintain reliable and accurate controls over rate of expenditure of funds.

Knowledge of Enterprise Resource Planning (ERP) or other financial systems-based products.

Excellent data analysis skills coupled with the ability to review and evaluate financial/budget figures.

Skill in organizing, communicating one on one and in group and public presentations, delegating and negotiating.

Ability to create and manage operating and financial processes, meet deadlines and achieve results with available resources.

Ability to evaluate effectiveness and efficiency of accounting and financial systems and controls from viewpoint of soundness and propriety.

Ability to understand and work within the financial, purchasing, payroll and human resources systems utilized by the department and other governmental agencies.

### **Minimum Qualifications**

Graduation from an accredited college or university with a bachelor's degree in Finance, Accounting, Public Administration, or Business Administration, **PLUS** a minimum of five (5) years of full-time work experience as a Project/Program Manager; Budget Manager; Finance Manager or Business Manager **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree in Public Administration, Criminal Justice, Business or Social Work.

Five (5) years' work experience in the funding and management of public policy programs and/or developing, procuring and managing short- and long-term grant funded programs.

### **Physical Requirements**

#### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are to 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.**