



COOK COUNTY, ILLINOIS

Director of Financial Affairs and Grants Management Opportunity in Chicago

The Cook County Department of Economic Development is seeking a Director of Financial Affairs and Grants Management 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.

Oversees the functions of the Bureau's Financial Control and Grants Finance teams. Develops, recommends, and implements financial and grant program policies and procedures, budgeting, procurement, compliance, monitoring and payroll related to Bureau finances at-large. Determines, implements, and reviews the Bureau's budgetary requests and grants management. Leads the administration, acquisition and researching of Federal and State-funded programs, laws, rules, regulations and applicable guidelines relating to Housing, Community Development, Economic Development and Workforce Development. Works with the Bureau Chief and Financial Controls Manager to determine Bureau-wide budgets and provide concise and timely information for presentation and review for the County's annual budget. Formulates and enforces financial policies and procedures to ensure adequate control systems. Monitors the compilation, analysis and presentation of annual budget.

How do I apply?

Please submit a Cover letter and Resume to 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 Millennial 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 motorist, 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: 9476
Job Title: Director of Financial Affairs and Grants Management
Salary: 24
Bureau: Economic Development
Department: Office of Economic Development
Dept. Budget No. 1027
Position I.D. 0128605
Shakman Exempt

Characteristics of the Position

General Overview

Oversees the functions of the Bureau's Financial Control and Grants Finance teams. Develops, recommends, and implements financial and grant program policies and procedures, budgeting, procurement, compliance, monitoring and payroll related to Bureau finances at-large. Determines, implements, and reviews the Bureau's budgetary requests and grants management. Leads the administration, acquisition and researching of Federal and State-funded programs, laws, rules, regulations and applicable guidelines relating to Housing, Community Development, Economic Development and Workforce Development. Works with the Bureau Chief and Financial Controls Manager to determine Bureau-wide budgets and provide concise and timely information for presentation and review for the County's annual budget. Formulates and enforces financial policies and procedures to ensure adequate control systems. Monitors the compilation, analysis and presentation of annual budget.

Key Responsibilities and Duties

Develops, implements, and oversees financial and grant management activities including budgeting, procurement, compliance, reporting, monitoring account payable, accounts receivable and payroll.

Supervises Financial Control and Grants teams in Bureau of Economic Development departments.

Formulates and enforces policies and procedures affecting financial control and grant management.

Consults with Bureau leadership and Department heads to evaluate financial and operational issues, and opportunities for efficiencies and/or increased revenue.

Oversees overall grant efforts and provide leadership and direction for programs funded by federal, state, and private grants.

Works with all Departments and program leads to ensure that financial controls and grants program staff accomplish their approved program initiatives and that the County meets compliance and reporting requirements.

Coordinates with program leads, ensuring financial performance measures and evaluation criteria are developed and implemented.

Oversees the preparation of financial reports for management and grantors, and coordinates audit responses.

Oversees the coordination of the annual budget formation for each fiscal year, including analysis of departmental budget requests and prepares preliminary budget and verification of each Department's budget request to determine the validity and justification for the dollars requested.

Formulates and enforces financial policies and procedures.

Oversees financial operating records. Directs the preparation of periodic, special and annual statements and other financial reports as required.

Reviews, recommends and initiates various methods, policies, procedures for enhancing budget preparation and analysis and grant management.

Oversees coordination with departmental staff the financial audits of both internal and sub-grantees to verify all financial transactions to ensure accordance with federal, state and local laws and ordinances regulating the federally and other funded block grant programs.

Prepares visual presentations and financial dashboards regarding the financial status of bureau programs.

Serves as the liaison for the Bureau of Finance regarding financial matters impacting Bureau programs, procurements, and operating budgets.

Knowledge, Skills and Abilities

Convey confidence in others' capabilities, celebrates success, and helps to empower others to capitalize on their potential.

Develop relationships and collaborate across boundaries to build strategic relationships with internal and external stakeholders.

Ability to confer with Bureau Chief and Department Directors as required and assist with the development and installation of new or revised accounting or budgeting systems and related grant portfolio management procedures for corporate funds and federally or other funded block grant programs.

Ability to assess risk and opportunities, make data-driven decisions, and take action to enable positive outcomes.

Thorough knowledge of the principles, practices and terminology of general and governmental accounting.

Thorough knowledge of financial administration including budgeting and reporting.

Ability work with accounting and budget software applications; utilize PC software systems to access and manipulate financial data.

Ability to review reports, find and define problems, and propose solutions.

Skill in preparing and analyzing complex financial and statistical records, reports and statements.

Ability to perform other business management, budgeting and accounting services as required; for example, originating and preparing accounting, statistical and general operating reports for use by administrators.

Considerable working knowledge of modern principles and practices utilized in accounting, business management functions, and in related governmental activities.

Thorough knowledge of departmental rules and regulations.

Demonstrated analytical ability in fiscal matters.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree **PLUS** a minimum of five (5) years of financial, business or accounting experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Accounting or Business Administration.

Supervisory or managerial experience.

Certified Public Accountant (CPA).

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 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.