

**POSITION PROFILE**  
**COUNTY COMPTROLLER**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

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**UNDER THE**  
**PRESIDENT**

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**November 2023**

## POSITION PROFILE

POSITION: County Comptroller

DEPARTMENT: Finance

REPORTS TO: Chief Financial Officer

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

## OVERVIEW

The Bureau of Finance seeks a County Comptroller to direct the auditing, revision and settlement of all County credit and debit accounts. Will be responsible for all financial records, Comprehensive Annual Financial Report (CAFR), appropriation ordinance, tax levy and resolutions.

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.

### WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyil.gov](mailto:risk.mgmt@cookcountyil.gov).

### SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs

YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



- 2nd largest county in America
- Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
  - Nearly 80% unionized workforce
  - 15 unions represented
  - 63 separate collective bargaining agreements
- 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.

#### ROLE SUMMARY

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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)

## 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 to 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.**

## EMPLOYMENT TERMS

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

**COVID-19 VACCINATION POLICY:** 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's Mandatory COVID-19 Vaccination Policy](#).

**RESIDENCY REQUIREMENT:** 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.