



Job Code: 0111

Grade: 21

HCWR: N

Job Title

Director of Financial Control II

Department

Finance-Accounts Payable

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Director of Financial Control II is responsible for analyzing data relevant to Accounts Payable, General Ledger, and Expenditure Control for Cook County Health (CCH). Assists with the training of staff and preparing audit schedules.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Prepares financial reports and spreadsheets on Accounts Payable from Oracle EBS, JD Edwards, and Lawson Accounts Payable modules.
- Troubleshoots and assists in resolving complex Accounts Payable and Expenditure problems.
- Prepares audit schedules and assists in analyzing Accounts Payable data.
- Assists in training staff on Accounts Payable and Expenditure Control; provides assistance with projects involving financial systems and reporting activities.
- Prepares written reports and memoranda including recommendations for solution to administrative problems regarding Accounts Payable and Expenditure Control.
- Remains current with applicable federal, state, and local laws.
- Acts as a liaison with departments and vendors on behalf of Accounts Payable in answering questions and resolving problems.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Two (2) years of Accounts Payable experience
- Two (2) years of experience using Enterprise Resource Planning (ERP) software (i.e. Oracle, Lawson, JD Edwards, etc.)
- Proficiency using Microsoft Office

Preferred Qualifications

- Three (3) years of Accounts Payable experience in a hospital setting
- One (1) year of supervisory or management experience
- Experience with Oracle EBS Accounts Payable

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of accounts payable and expenditure control
- Knowledge of accounts payable system operations
- Knowledge of business, finance and budgeting practices and legal requirements
- Knowledge and experience using Microsoft Office Suite including complex formulas in Microsoft Excel such as V-Lookups and Pivot Tables
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrated ability to analyze and reconcile large data sets
- Ability to quickly gain a thorough understanding of the business
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Demonstrate attention to detail, accuracy, and precision
- Demonstrated analytical, organizational, problem-solving, critical thinking and conflict management/resolution skills
- Strong customer service skills



Knowledge, Skills, Abilities and Other Characteristics

- Ability to function autonomously and as a team member in a multidisciplinary team

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.