



**Job Code:** 6494  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Controller-CCHHS

**Department**  
Finance

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

**Job Summary**

The Controller-CCHHS is responsible for ensuring the integrity of the accounting and financial reporting functions through the proper maintenance and interface of related accounting and reporting systems and ensuring adequate internal controls are in place. This position reports directly to the Senior Director of Finance and is fiscal responsibility for over \$3.2 billion with supervisory and leadership scope spanning several professional finance managers and staff.

**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**

- Directs and leads the CCH accounting, payroll, accounts payable and financial reporting functions.
- Functions as a key member of Cook County Health (CCH) Finance Leadership team. Serves as an advisor to Senior Director of Finance, Chief Financial Officer, and Senior Leadership of administrative, clinical, and operational teams.
- Ensures all direct reports are supporting team and organizational goals and objectives through day-to-day activities and are held accountable for standards of achievement established by CCH Finance Leadership.
- Maintains core financial systems and ensures proper interface into the general ledger.
- Monitors and enhances internal controls.
- Ensures timely closing of the general ledger and provides related financial reports timely.
- Accounts for proper accounting and reporting of all transactions and accruals that impact the general ledger and financial reports.
- Reviews and ensures that all balance sheet accounts are reconciled accurately and completely on a timely basis.
- Coordinates the successful outcome of the annual financial audit.
- Communicates and responds to any accounting related issues and concerns.
- Works collaboratively with the Chief Revenue Officer and staff to ensure the proper, timely revenue recognition and accounting of account receivable and related transactions.
- Works collaboratively with the Budget/Financial Planning and Analysis function to prepare the annual budget and 5-year financial forecasts.
- Works collaboratively with the Cost Reimbursement function to assess financial impact of major governmental policy and regulatory changes to the financial statements and proper recording and reporting.
- Works collaboratively with Cook County Government Finance and Enterprise Resource Planning (ERP) teams on projects and to ensure alignment to U.S. reporting and regulatory standards.
- Assess financial impact of major policy, fiscal, strategic, and operational issues or changes as requested.
- Prepares reports and data request responses for internal customers and various government agencies.
- Prepares financial and management reports of health system hospital revenue and expenditures.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree in Accounting or Finance from an accredited college or university
- Ten (10) years of accounting experience within a health care setting, applying analytical techniques using Oracle ERP or similar ERP/Financial Accounting or budgeting software, and using Siemens, Cerner, or similar Patient Financial Systems
- Three (3) years of experience supervising and/or managing staff
- Two (2) years of experience leading annual financial audits
- Intermediate proficiency in Microsoft Office, i.e., Excel such as SUMIFS, VLOOKUPS,



### **Minimum Qualifications**

MID/RIGHT/LEFT formulas, PivotTables, PowerPoint, and Word

### **Preferred Qualifications**

- Master's degree in Business Administration, Finance, Healthcare Administration, or related field from an accredited college or university
- Certified Public Accountant (CPA) or Healthcare Financial Management Associate (HFMA) Certification
- Current experience with and understanding of U.S. Generally Accepted Accounting Principles (GAAP) and government accounting standards
- Experience in a hospital or healthcare system

### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of generally accepted accounting principles, particularly in health care.
- Knowledge and proficiency in Microsoft Office software (Excel, PowerPoint, and Word).
- Knowledge and familiarity with Access, or other accounting or budgeting software.
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Strong project management skills.
- Demonstrate analytical and organizational, problem-solving, decision-making, critical thinking and conflict management/resolution skills
- Ability to handle confidential information.
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, etc. of patient and coworkers.
- Ability to define budgetary problems and recommend alternatives requiring a strong budgetary, financial, and statistical expertise.
- Attention to detail.
- Ability to meet deadlines.
- Ability to think conceptually and work collaboratively.
- Flexibility and adaptability in performing work duties.

### **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.**