COOK COUNTY HEALTH & HOSPITALS SYSTEM

CCHHS

Standard Job Description

Job Code: __6833__
Grade: __21__
FLSA: __Exempt__

Job Title	**Department**
Financial Analyst - Finance	Finance

Job Summary

Under the direction of the Executive Director of Finance-CCHHS, is responsible for analyzing data relevant to Accounts Payable, General Ledger, and Expenditure Control for Cook County Health & Hospitals System (CCHHS). Assists with training staff and preparing audit schedules. May perform other duties as assigned.

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

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.
- May perform other duties as assigned.

Reporting Relationships

Reports to the Executive Director of Finance-CCHHS

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with two (2) years of full-time paid work experience as a Financial Analyst or similar role in a hospital, healthcare or managed care organization

OR

Master's Degree in Finance, Accounting, or Business Administration or related quantitative field with full-time paid work experience as a Financial Analyst, Certified Public Accountant or similar role in a hospital, healthcare or managed care organization

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Accounts Payable and Expenditure Control
- Knowledge of business, finance and budgeting practices and legal requirements
- Proficiency 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
- Demonstrate attention to detail, accuracy and precision
- 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
- 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.

Approval: _____   1/30/2017
                    Dorothy Loving   Date
           Executive Director of Finance-CCHHS

Approval: _____   _____
                    Gladys Lopez   Date
             Chief of Human Resources