



Job Code: 8041

Grade: 24

HCWR: Exempt

Job Title

Director of Internal Audit

Department

Administration

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

Job Summary

The Director of Internal Audit for the Cook County Health and Hospital System (CCHHS) is responsible for supporting the Audit Committee of the Board of Directors allowing it to accomplish its charter and helping to ensure that established financial, operational and compliance practices are adequate and operating effectively across the "System".

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

- The Director of Internal Audit is responsible for leading the organization's internal audit services including:
- Identifying the organization's strategic, operational, financial and compliance risk areas, preparing a system-wide audit program sufficient in scope to meet the requirements of the Audit Committee, the external auditors and management.
- Providing internal audit services to help senior and operations management effectively manage those risks identified in the plan or that may arise.
- Providing counsel on new business developments, new system implementations and other strategic initiatives to ensure internal controls are considered and designed into the process, thus ensuring the likelihood of success.
- Developing professionals to provide superior internal audit and risk management services and assume significant financial and operational managerial positions within the company.
- Maintaining strong relationships with system and operating level leadership, communicating emerging best practices and providing internal control awareness and training for managers throughout the organization.
- Presenting reports and other information to the Audit Committee and executive management to enable them to discharge their responsibilities and to be knowledgeable about the state of the organization's system of internal control and risk management processes.
- Coordinating internal audit and risk management activities with the external auditors and regulatory authorities.

Reporting Relationship

The Director of Internal Audit reports to the Chief Executive Officer with a dual reporting relationship to the CCHHS Board Chair. The Director reports to the CCHHS Audit Committee as needed to meet the requirements of the audit charter, audit findings and pertinent issues relative to the function.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business Administration or related field.
- Certified Public Accountant (C.P.A.) certificate.
- Five (5) years' work experience in healthcare public accounting and auditing.
- A minimum of five (5) years of internal auditing experience is required.
- Five (5) years' of experience in a managerial role.
- Demonstrates knowledge of federal, state and local requirements.

Preferred Qualifications

- A Master's degree in Healthcare Administration, Business Administration, or other related field.
- Certified Internal Auditor (C.I.A.).

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrates financial and analytical skills.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP), tax, cost



Knowledge, Skills, Abilities and Other Characteristics

accounting, and evaluation of controls within internal processes and systems.

- Knowledge of risk assessment methodologies and risk based auditing.
- Knowledge of accounting principles, audit standards, internal control theory, and fraud indicators.
- Demonstrated analytical and critical thinking skills. Ability to understand and apply concepts and terminology unique to Healthcare industry.
- Ability to analyze and interpret qualitative and quantitative data, prepare reports and propose solutions to specific problems and complex issues.
- Excellent communication skills to prepare written materials, correspond with administrative personnel, hospital personnel and the general public.
- Highly developed interpersonal skills. Skilled in Microsoft Office Suites.

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.