

County of Cook

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8085
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE

Senior Director of Finance

DEPARTMENT

Finance

Job Summary

Reporting to the Chief Financial Officer, the Senior Director of Finance is responsible for all financial reporting for the Cook County Health & Hospitals System (CCHHS), Expenditure Control, Accounts Payable, and Payroll. The Senior Director of Finance is responsible for the accuracy and integrity of the monthly financial reporting to the System Board of Directors and County government. The position along with the Chief Executive Officer and the Chief Financial Officer must sign and approve the reports made to the System Board of Directors prior to the submission to the Board of Directors. The Senior Director of Finance is responsible for the coordination of all aspects of the independent financial audit each year for the System's activities and the inclusion of those results with the CAFR report for Cook County.

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

Typical Duties

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses 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
- Works with Labor Relations to discern past practice when necessary

Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Typical Duties (continued)

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

Other Responsibilities

- Oversees preparation and integrity of monthly financial statements, ensuring all deadlines for filing are met
- Provides monthly financial reporting of key business initiatives and outcomes, including financial statement summaries to Senior Leadership and CCHHS' Board of Directors
- Manage the data gathering and associated deadlines for Medicare and Medicaid Cost Reports
- Provides ongoing financial analysis of operational results against the budget
- Develop and implement cost controls to support organizational goals / objectives, when and as needed
- Ensure appropriate and accurate recordkeeping for functional areas of responsibility; prepare associated reports and correspondence
- Conduct regular internal audits to ensure organizational compliance and minimize financial risks
- Meets regularly with staff from the County Comptrollers department to insure the appropriate exchange of information between the System and the County
- Manages Accounts Payable functions for CCHHS
- Oversees the functions of Expenditure Control including providing annual projections of expenditures as compared to the approved annual appropriations
- Is responsible for Payroll for the System including providing guidance to staff and ensuring compliance with all Cook County and CCHHS policies as well as compliance with local, state and federal laws
- Insures staff are paid according to Cook County and CCHHS policies along with relevant and applicable local, state and federal laws
- Manages the monthly production of the financial reporting packages and the development of estimates and accruals used in accrual financial reporting
- Develops systems to accumulate information for the inclusion in the package of reports prepared monthly
- Cooperates with Internal Audit Department and The Office of Inspector General to help conduct reviews of potential areas where the assets of the System may be at risk
- Provides daily and monthly reporting to management and other staff about the collection of cash and the submission of cash to the Comptroller's Office at Cook County government
- Responsible for creating or approving policies, procedures, and budgets
- Provides information to senior levels of management on the implication of policies and procedures being formulated and recommends specific action

Typical Duties (continued)

- Maintains monthly financial reporting to comply with the calendar of the System Board of Directors
- Completes the annual external audit to comply with the Comptrollers schedule for completion

Reporting Relationships

The Senior Director of Finance reports to the Chief Financial Officer - CCHHS.

Required Minimum Qualifications

- Bachelor's or higher level degree in Accounting or Finance, required
- Seven (7) years of accounting experience
- Five (5) years' experience supervising staff
- CPA Certificate

Preferred Qualifications

- Master's degree in Business Administration preferred

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrated history of effective operations management including compliance with financial budgets
- Hospital Accounting and general accounting principles
- Payroll processing functions including familiarity with all local, state and federal laws
- Remains current on all governmental laws, rules and regulations pertaining to the position and ensures regulatory compliance
- Development and trends relevant to functional areas of responsibility
- Basic principles of budget preparation
- Highly effective written and verbal skills and ability to reprioritize as demands change
- Analytical skills necessary to evaluate and recommend operational procedures
- Ability to implement applicable management techniques to ensure efficient and effective operation of departments
- Maintain working relationships with internal and external groups on an on-going basis in order to operate functional areas of responsibility
- Analyze information, statistics and reports of department activities; prepare feedback of trends for the Chief Financial Officer
- Resolve complex problems involving diverse functional areas

Physical and Environmental Demands

This position functions 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.

Working Conditions and Physical Demands

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

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:

Ekerete Akpan
Chief Financial Officer - CCHHS

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date