



**Job Code:** 8085

**Grade:** 24

**HCWR:** N

**Job Title**

Senior Director of Finance

**Department**

Finance

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

**Job Summary**

The Senior Director of Finance 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 for Cook County Health (CCH). Fiscal responsibility for this position is over \$3.95 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**

- Serves as an advisor to Chief Financial Officer and Senior leadership of Administrative, Clinical and Operating teams for the enterprise.
- Directs the CCH accounting, payroll, accounts payable, and financial reporting functions.
- Maintains the core financial systems and ensures proper interface into the general ledger.
- Monitors and enhances internal controls.
- Ensure timely closing of the general ledger and provides related financial reports timely.
- Responsible for proper accounting and reporting of all transactions and accruals that impact the general ledger and financial reports.
- Responsible for the coordination and successful outcome of the annual financial audit.
- Responsible for the proactive response and communication of 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 accounts receivable and related transactions.
- Works collaboratively with the Budget/FP&A 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.
- Assesses 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.

**Reporting Relationship**

Reports to Chief Financial Officer - CCHHS

**Minimum Qualifications**

- Bachelor's or higher level degree in Accounting or Finance
- Ten (10) years of work experience in finance or accounting experience
- Five (5) years of supervisory experience in finance or accounting in a healthcare setting

**Preferred Qualifications**

- Master's degree in Business Administration, Finance, Healthcare Administration, and like degrees from accredited institutions
- CPA, HFMA Certification, and/or ACHE Accreditation
- Ten (10) years total healthcare accounting experience
- Five (5) years total supervisory experience in a budgetary and/or financial planning capacity with a hospital or healthcare setting



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

- Strong knowledge of generally accepted accounting principles.
- Strong organizational skills, with the ability to organize and maintain record keeping.
- Strong interpersonal skills.
- Ability to communicate well and build positive working relationships with employees at all levels of the organization.
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, etc. of patient and coworkers.
- Excellent written and verbal communication skills.
- Analytical skills, problem solving: Ability to define budgetary problems and recommend alternatives.
- Mathematical skills: Strong budgetary, financial and statistical expertise.
- Conflict management skills. Strong decision-making skills. Attention to detail. Ability to meet deadlines. Flexibility and adaptability in performing work duties. Strong project management skills.
- Proficiency in Microsoft Office software (Excel, PowerPoint, and Word). Familiarity with Access, or other accounting or budgeting software. Ability to handle confidential information.
- Ability to effectively communicate and partner across the organization, appropriately advise and influence senior management from a financial perspective
- Use of judgement acquired through experience as a healthcare financial or accounting manager to set priorities for the department & staff, identify work requirements, assess & develop employee/team performance, continuously improve efficiency of department & organization and plan actions to ensure department & organizational goals are met
- Work requires a high degree of self-motivation to independently initiate & complete work and ability to manage multiple projects
- Work requires appropriate application of financial analytical techniques & skills and effective application of broad healthcare business perspective to all engagement by "going beyond the numbers"
- Proficiency in Microsoft Office software (Excel -Pivots etc, PowerPoint, and Word). Familiarity with Oracle ERP or like ERP/Financial Accounting or budgeting software. Software, Familiarity with Siemens, Cerner or like Patient Financials Systems
- Strong financial and business acumen
- Ability to think strategically

**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.**