



Job Code: 9619

Grade: 23

HCWR: N

Job Title

Grants Accounting Manager

Department

Finance

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

Job Summary

The Grants Accounting Manager is responsible for the Grants accounting duties which includes auditing, reimbursement requests, and monitoring expenditures providing support to ensure proper use of financial systems and reporting, budgeting, and billing of government funded grants and contracts. In cooperation with the Director, provides assurance that Cook County Health (CCH) remains in compliance with funder requirements and acts as the liaison between CCH and current funding sources. This Grants Accounting Manager monitors the implementation of the Budget and provides guidance on Budget processes to assigned areas.

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



General Administrative Responsibilities

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

- Manages the daily, monthly, and annual Grant accounting, auditing, billing, monitoring expenditures, reimbursement requests, and reporting requirements under the Grant agreements. Responds to questions and provides requested information to funders, program staff and other finance staff
- Manages and oversees the work of accounting staff
- Identifies weaknesses within, contribute to, and ensure the sustainability of improvement of Grant process workflows
- Reviews and approves all Grant billing and reporting before submission to funders
- Reviews and prepares the annual Grant budget appropriation and ensures that all positions are completely captured in the annual CCH budget
- Assists in the preparation of Corporate Fiscal Year budget information
- Oversees the budgetary aspects of the position control for Grants. Coordinates with Human Resources (HR) and Department of Budget and Management Systems (DBMS). Notifies Leadership in advance of any employee(s) that are on Grant programs that are not going to be renewed
- Assists in preparing accounting files for review and audit by external or internal auditor.
- Assists in the preparation of all regulatory reports and Grant billing as required in the Grant agreements, when necessary
- Meets and partners with program manager/staff on a regular basis to monitor Grant activities and expenses
- Oversees the maintenance and integrity of the Grants General Ledger and provides technical direction to subordinate level activities
- Posts Grant related entries to the General Ledger. Reviews the General Ledger for accuracy and compliance with established accounting procedures
- Reviews and oversees the reconciliation of the General Ledger and the Grants Accounting Subledger. Resolves any reconciling items and recommends any procedure changes to address or mitigate issues in the future
- Reviews grant supporting documentation prepared by accounting staff and prepares grant analysis reports to assist Grant program staff to manage the grants effectively, analyze variances and alert grant owners
- Prepares comparative reports, in accounting and statistical form, to locate variations, show fluctuation, show development of trends, to assist in effective Grant monitoring, when



Typical Duties

needed.

- Generates various internal and external regulatory and/or informational reports as required
- Prepares financial statement reports, i.e., Balance Sheet, Cash Flow, Trial Balance, etc. needed for the during the annual Cook County Audit
- Performs other duties as assigned

Minimum Qualifications

- Master's degree in Accounting, Business Administration, Finance or other related field from an accredited college or university with minimum of two (2) years of accounting, financial or business experience
- OR
- Bachelor's Degree in Accounting, Business Administration, Finance, or other related field from an accredited college or university with five (5) years of accounting, financial, or business experience
- Three (3) years of grant accounting experience
- Two (2) years of experience supervising and/or managing staff
- Experience with EBS Oracle Financial System, or other similar Financial Systems
- Intermediate proficiency in Microsoft Office, i.e., Excel such as SUMIFS, VLOOKUPS, MID/RIGHT/LEFT formulas, PivotTables, PowerPoint, and Word

Preferred Qualifications

- 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 (GAAP) and government accounting standards
- Knowledge with EBS Oracle Financial System, or other similar Financial Systems.
- Thorough knowledge of structure, function and operation of municipal, state, or other governmental organization
- Working knowledge of Government Fund Accounting and Reporting
- 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
- Highly skilled in policy analysis and evaluation of programs related to funding priorities
- Ability to work independently with a high degree of accuracy and attention to detail - Ability to manage projects and lead teams
- Ability to use Microsoft Office applications Access, Excel, PowerPoint, and Word



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.