



**Job Code:** 9723  
**Grade:** 24  
**HCWR:** N

**Job Title**  
Director of Grants Accounting

**Department**  
Finance

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

**Job Summary**

The Director of Grants Accounting is responsible for the accounting, budget preparation and analysis of all grants and grant related activities to ensure complete and accurate accounting and reporting (both internal and external). The Director of Grants Accounts is responsible for providing assurance that Cook County Health (CCH) remains in compliance with funder requirements and acts as the liaison between CCH and funding sources.

**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**

- Prioritizes and directs daily, monthly, and annual Grant accounting, auditing, billing, expenditure monitoring, reimbursement requests, and reporting under all Grant agreements to maximize grant revenue based on allowable expenses while meeting all grant related deadlines
- Proactively manages relationship with program managers/staff working towards goal of sharing complete knowledge of grant timelines and agreement of shared responsibilities
- Meets and partners with program manager/staff on a regular basis to monitor Grant activities and expenses
- Partners with DBMS (Cook County Department of Budget & Management Services) on projects and in working towards compliance with established workflows and resolutions
- Directs staff in preparation of reconciliations and recommends any procedure changes to address or mitigate issues
- Responds to questions and provides requested information to funders, program staff and finance staff
- Oversees preparation of monthly income statement and provides explanations for variance to budget
- Directs preparation of financial statements needed for the annual Cook County Audit (i.e., Balance Sheet, Cash Flow, Trial Balance, etc.)
- Prepares comparative reports, in accounting and statistical form, to locate variations, show fluctuation, show development of trends, to assist in effective Grant monitoring
- Reviews and approves all Grant billing and reporting before submission to funders
- 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
- Identifies weaknesses within, contribute to, and ensure the sustainability of improvement of Grant process workflows
- 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)
- Directs and oversees the work of accounting staff
- Directs staff in preparing accounting files for review and audit by external or internal auditor.
- Directs staff in the preparation of all regulatory reports and Grant billing as required in the Grant agreements
- Oversees the maintenance and integrity of the Grants General Ledger and provides technical direction to subordinate level activities
- Reviews Grant related entries created by staff before posting 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.
- Generates various internal and external regulatory and/or informational reports as required
- 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 four (4) 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 seven (7) years of accounting, financial, or business experience
- Five (5) years of grant accounting experience
- Two (3) years of experience supervising and/or managing staff
- Experience with EBS Oracle Financial System, or other similar Financial Systems
- 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
- Intermediate to advanced proficiency in Microsoft Office, i.e., Excel such as SUMIFS, VLOOKUPS, MID/RIGHT/LEFT formulas, PivotTables, PowerPoint, and Word

**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.
- 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
- 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.**