



COOK COUNTY, ILLINOIS

Deputy Comptroller Opportunity in Chicago

Cook County's Bureau of Finance is seeking a Deputy Comptroller to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Assists the Comptroller in directing and coordinating the County activities concerned with financial administration, general accounting, financial and statistical reporting. Assists the Comptroller in directing the auditing, revision and settlement of all County credit and debit accounts. Assists the Comptroller in the development of financial policy and strategic programs and operations. Acts as a liaison in advising the Cook County Board of Commissioners, President, and Chief Financial Officer on desirable fiscal operational adjustments and changes due to tax revisions. Assists the Comptroller in the overall management of the Comptroller's Office, delivery of services, and formulation of operational policy.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov. The position description can be found on the right side of this page under the Download option.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County's Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation's largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

Post Offer testing:

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0116
Job Title: Deputy Comptroller
Salary Grade: 24
Bureau: Bureau of Finance
Department: Comptroller's Office
Dept. Budget No. 1020
Position I.D. 9500453
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Comptroller in directing and coordinating the County activities concerned with financial administration, general accounting, financial and statistical reporting. Assists the Comptroller in directing the auditing, revision and settlement of all County credit and debit accounts. Assists the Comptroller in the development of financial policy and strategic programs and operations. Acts as a liaison in advising the Cook County Board of Commissioners, President, and Chief Financial Officer on desirable fiscal operational adjustments and changes due to tax revisions. Assists the Comptroller in the overall management of the Comptroller's Office, delivery of services, and formulation of operational policy.

Key Responsibilities and Duties

Assists the Comptroller directing subordinates in preparing administrative procedures for various departmental budgets based upon past, current and anticipated expenses and revenues.

Assists in the supervision of the County's books and records of accounts reflecting receipts, disbursements, assets, liabilities and financial position.

Researches, recommends, drafts and evaluates accounting and departmental business service procedures and policies to plan methods for ensuring timely receipt of payments, thereby reducing costs of accounting operations, and expediting the flow of work.

Assists in the compilation of data and preparation of financial and operating reports for planning effective administration of County activities by management.

Makes recommendations to the Comptroller concerning means of reducing County operating costs and increasing revenues, based on knowledge of market trends, financial reports, and governmental operating procedures.

Aids in the development and enforcement of policies and procedures.

Assists the Comptroller in fulfilling the Comptroller's Office responsibilities for all financial records, the Comprehensive Annual Financial Report (CAFR), appropriation ordinance, tax levy and resolutions.

Knowledge, Skills and Abilities

Complete knowledge and understanding of all facets of financial procedures, accounting systems and budget management with respect to the role of a Comptroller in a government setting.

Ability to verbally discuss financial problems with department representatives, elected officials and administrative personnel and to prepare oral and written reports.

Ability to analyze numerical problems and develop accounting systems to accurately control the financial activity of the County.

Ability to plan, organize, direct and evaluate fiscal projects.

Ability to recommend solutions to financial problems and implement them as necessary.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in, accounting, finance, or administration of a large and complex organization **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in commerce, accounting or finance.

Certified Public Accountant (CPA).

Law Degree.

Experience in the financial administration for a large and complex public or governmental organization.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.