

OFFICE OF THE COOK COUNTY RECORDER OF DEEDS

Deputy Recorder of Finance Job Description

Job Code: 0401
Job Title: Deputy Recorder of Finance
Salary Grade: 24
Division: Administration

Department Budget No. 5710801
Position I.D. # 9501907
Shakman Status: Exempt

Job Summary

The Deputy Recorder of Finance reports directly to the Recorder of Deeds and Chief Deputy Recorder with general responsibility for advising the Recorder and her Executive Staff on matters related to finance, accounting and purchasing issues that may impact the Cook County Recorder of Deeds (CCRD). The Deputy Recorder of Finance is primarily responsible for all matters related to finance and for assisting the Chief Deputy Recorder and Recorder in finalizing the CCRD annual budget. The Deputy Recorder of Finance provides regular reports to the Chief Deputy Recorder or Recorder on all matters related to finance.

The Deputy Recorder of Finance's responsibilities include assisting in the development of policies and implementing procedures that establish the Recorder's agenda. The Deputy Recorder of Finance reviews Office policies and recommends amendments to the Personnel Policy and Procedures Manual. The Deputy Recorder of Finance analyzes budget accounts, and participates in the preparation of the CCRD annual appropriation budget working collaboratively with the Chief Deputy Recorder and the Recorder. The Deputy Recorder of Finance attends executive level meetings both within CCRD and with other County governmental agencies. The Deputy Recorder of Finance prepares historical analyses of revenue and recording trends. The Deputy Recorder of Finance implements new policies consistent with the Recorder's initiatives and the County Board. The Deputy Recorder of Finance assists in establishing policy positions on proposed legislation. The Deputy Recorder of Finance assists in the preparation of written correspondence that reflects the Recorder's perspective. The Deputy Recorder of Finance oversees the Accounting and Purchasing Divisions within the Cook County Recorder of Deeds.

The Deputy Recorder of Finance is an Exempt Position, and his or her employment may be subject to Political Reasons or Factors. The Deputy Recorder of Finance to the Recorder's Office shall be selected by the Recorder.

Essential Job Duties

- Acts as an advisor to the Recorder, Chief Deputy Recorder, and Deputies Recorder within the CCRD on all matters related to finance and budget and ensuring that the Accounting and Purchasing Divisions implement the Recorder's mission of accuracy, efficiency and advocacy.
- Responsible for enforcing relevant portions of the CCRD Personnel Policy and Procedures Manual (Manual) for the Accounting and Purchasing Division, including the preparation and issuance Incident Reports, providing Counseling and issuing Disciplinary Action when appropriate.
- Oversee Purchasing and Accounting Divisions Director's schedules, authorizes time-off requests, and reviews and monitors Director's time usage practices.

- Make determinations regarding assignment of overtime for Accounting and Purchasing Divisions.
- Maintains physical and computerized records and communicates with Accounting and Purchasing Division Employees via written and electronic means.
- Conducts duties of Accounting and Purchasing staff in their absence, as necessary.
- Ensures that Accounting and Purchasing employees are trained to perform their essential job duties via the Performance Management Policy and process and ensures that Accounting and Purchasing Employees provide positive customer service.
- Develops CCRD policy in conjunction with the Executive Staff including but not limited to the Recorder, Chief Deputy Recorder and Deputies Recorder.
- Attends regular meetings with the Recorder, Chief Deputy Recorder, and all Executive Staff members in order to discuss policy, confidential matters, and any CCRD initiatives.
- Oversees the daily activities and work of the Accounting and Purchasing Divisions of the CCRD..
- Assists in the preparation of correspondence for distribution to the Cook County Board of Commissioners, interacts with members of the County Board and County Department Heads, attends inter-governmental meetings, and prepares a written summary for the Chief Deputy Recorder and Recorder's review.
- Facilitates the preparation of the Recorder's annual budget appropriation requests for ultimate approval by the Chief Deputy Recorder and the Recorder.
- Makes regular recommendations to the Recorder and Chief Deputy Recorder on all matters related to the budget.
- Meets with various Cook County agencies including but not limited to the Cook County Comptroller's Office and Capital Planning in order to finalize budget recommendations to be presented to the Recorder and Chief Deputy Recorder.
- Assists in problem-solving issues that affect Employees and customers as it relates to cash management, funding, or customer service complaints.
- Represents the Recorder before vendors, community groups and interest groups relating to Finance.
- Manages and approves budgetary operating expenditures on a daily basis.
- Attends confidential internal union negotiations or participate in labor/management meetings as needed.
- Acts as an advisor to the Chief Deputy Recorder and the Recorder with regard to anything that may have a financial impact including but not limited to: union grade increase, hiring, monetary settlement, or reduction in force.
- Assists Recorder, Chief Deputy Recorder, Deputies Recorder, and Chief Legal Counsel with the legislative policy agenda while maintaining strict confidentiality on all policy matters and analyzing legislative policy for financial impact or budgetary concerns.
- Performs bank account reviews on a monthly basis to ensure release of collateral and appropriate bank transactions and balances on behalf of the CCRD.
- Reviews all hiring and payroll to ensure the CCRD is operating within budgeted amounts.
- Reviews and validates monthly Accounting reports.
- Oversees the approval of all purchase requisitions for supplies and equipment.
- Monitors all purchasing in order to ensure compliance with the Cook County procurement policy.
- Oversees the implementation of all CCRD expenditure contracts.
- Assists with all internal and external audit requests.
- Reviews and approves Standard Operating Procedures for the Accounting and Purchasing Division.

- Attends conferences and meetings with various Cook County agencies on behalf of the CCRD.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCRD outreach events, as needed.

This list represents the essential tasks performed by the Position. Employees may be assigned additional Position-related duties by management as required.

Minimum Qualifications

- Possession of Bachelor's degree in Business, Finance, Economics, or Accounting from an accredited college or university.
- Five (5) years of full-time paid professional work experience in Finance or Accounting.
- Three (3) years of full-time paid professional work experience in a supervisory capacity.

Knowledge, Skills and Abilities

- Knowledge of Cook County government programs, policies, procedures and legislation that may impact the operation of the CCRD.
- Basic computer skills.
- Knowledge of spreadsheet applications and other computer software.
- Ability to write reports, business correspondence, and procedures.
- Knowledge of the real estate/mortgage industry, the housing industry, land records management industry, and related economic trends.
- Knowledge of all CCRD technology including computer system, workstations, public terminals, and internet access.
- Knowledge of CCRD's Employment Plan, Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCRD.
- Knowledge of common real estate and other recording-related documents within the CCRD.
- Knowledge of ancillary CCRD programs and services, such as property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Knowledge of Cook County government programs and services and the real estate/mortgage industry.
- Excellent oral and written communication skills as well as interpersonal relationship building skills.
- Strong leadership and organizational skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Skilled in project management.
- Ability to prepare an annual budget that incorporates housing trends.
- Ability to effectively present information and respond to questions from employees, other County Offices, and the general public.
- Ability to establish and maintain effective cooperative working relationships with the community and other governmental agencies.
- Ability to interpret rules, regulations, and policies.
- Ability to exercise good judgment in making decisions, reorganizing established precedents and in meeting new problems.
- Ability to establish and maintain confidentiality and trust.
- Ability to meet deadlines and effectively utilize time with limited oversight.

Physical Requirements

- Long periods of time working on computer requiring vision and typing capabilities.

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER