

Posting Period: 5/01/24 - 5/15/24

Cook County Board of Review



Manager of Purchasing and Operations - Finance

Department:	Board of Review	Job Code:	5171
Grade:	23	FLSA Status:	Exempt
Position I.D. No.:	0152378	Salary:	113,000 Annually

Job Summary

The Manager of Purchasing and Operations plays a multifaceted role within the Secretary of the Board's Office at the Cook County Board of Review. In this role, they effectively coordinate and integrate the agency's financial management and operational efficiency initiatives. The precise and ethical execution of all financial operations—including budgeting, forecasting, and reporting—is the responsibility of the Manager of Purchasing and Operations. The role demands keen oversight of the agency's operations budget, aiming to streamline processes and enhance transparency. By balancing these core areas, the Manager of Purchasing and Operations ensures the agency remains fiscally responsible and operationally agile.

Essential Job Duties

- Assist the Secretary and Deputy Secretary of the Board with the annual preparation and administration of the agency's financial budget, ensuring accurate forecasting and efficient allocation of resources.
- Implement and maintain internal financial controls and procedures to ensure compliance with accounting standards and regulatory requirements.
- Manage the day-to-day financial operations (invoicing, and other transactions).
- Manage the financial accounting, monitoring, and reporting systems.
- Prepare monthly and quarterly financial reporting.
- Prepare, reconcile, and submit expense reports.
- Facilitate cross-departmental collaboration to streamline operations, identify bottlenecks and implement solutions to enhance overall organizational performance.
- Ensure compliance with relevant Cook County financial policies and Procurement Code.
- Resolve grievances with vendors and contractors.
- Act as BOR representative with the County's Office of the Chief Procurement Officer.
- Prepare and process purchase orders and requisitions for supplies, and equipment.
- Keep the Secretary and Deputy Secretary of the Board advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Complete a variety of special projects including PowerPoint presentations, financial spreadsheets, special reports, and agenda material.

- Maintain paper and electronic filing systems.
- Maintain confidential and sensitive information.
- Perform other duties as assigned.

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not 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.

Minimum Qualifications

- Possession of a Bachelor's degree from an accredited college or university, Finance or Business Administration preferred, or related field.
- 5-7 years of experience in accounting and/or financial analysis.
- 3 years of experience with Oracle E-Business Suite (EBS) system required.

Knowledge, Skills, Abilities and Other Characteristics

- Ability to synthesize large quantities of complex data into actionable information.
- Excellent business judgment, analytical, and decision-making skills.
- Knowledge of financial reporting and data mining tools such as SQL, Access, etc.
- Strong demonstrated use of Excel, Word, and PowerPoint.
- Skilled at writing and editing internal and external communications.
- Ability to establish and meet office and departmental deadlines, production goals, and effectively utilize time with limited oversight.
- Strong critical thinking skills.
- Good ethical judgment.
- Time-management skills.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

The Cook County Board of Review prohibits all unlawful discrimination in its hiring and promotional process.

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