

# COOK COUNTY BOARD OF REVIEW



## Administrative Coordinator III - Procurement Liaison

Department:	Board of Review	Job Code:	4580
Grade:	22	FLSA Status:	Exempt
Position I.D. No.:	0152337	Salary:	85,000-92,900

### Job Summary

The Administrative Coordinator III—Procurement Liaison is responsible for performing several tasks inside the office of the Secretary of the Board in the Cook County Board of Review. The Administrative Coordinator (AC III) provides administrative assistance to the Secretary of the Board's office. Additionally, the AC III is responsible for various financial activities, such as handling accounts payable and receivable, preparing and maintaining financial reports, and overseeing statutory meeting duties. The AC III role requires an independently motivated, highly motivated individual who demonstrates initiative in problem-solving. This position is responsible for providing the Secretary and Deputy Secretary of the Board with exceptional, comprehensive administrative and operational support. The ideal candidate should possess solid business judgment and effective communication skills to engage with diverse individuals within the agency and the county. Additionally, they should have organizational and analytical abilities. Significant previous experience supporting executives is desirable.

### Essential Job Duties/Key Qualifications

- Ability to thrive in a fast-paced deadline driven environment while maintaining composure under pressure.
- Purchase agency assets and supplies.
- Process invoices for accounts payable and receivable.
- Generate financial reports.
- Process new vendors.
- Manage and reconcile accounts payable and receivable.

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- Manage employee travel and expense reimbursements.
- Create and update the chart of accounts.
- Serve as a procurement liaison.
- Create and maintain an accounting filing system.
- Attend regular Chief Procurement Office (CPO) meetings.
- Debrief on all CPO meetings.
- The ability to display a high level of integrity and professionalism in dealing with people at all levels is imperative.
- Ability to utilize tact, diplomacy, discretion, and good judgment at all times, but especially essential when exposed to sensitive and confidential material.
- Well organized, detail-oriented, and have strong time-management skills.
- Proficiency in Microsoft Office Suite is required.

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

### **Education & Experience**

- Possession of a Bachelor's degree from an accredited college or university, and /or equivalent work experience.
- A minimum of 2 years administrative experience, 4 years supporting Director level or higher is preferred.
- Proficiency in Oracle E-Business Suite (EBS) system is required.

**(Resume and application must clearly indicate the duration and nature of work experience and education for consideration in accordance with all minimum and preferred qualifications.)**

### **Physical Requirements**

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- Long periods of time working on computer requiring vision and typing capability.
- Ability to sit and stand for extended periods of time.
- Regular use of telephone.
- Ability to work extended hours as necessary.

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

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