

**Office of Executive Inspector General
Chicago Division
Position Description
Chief Fiscal Officer and Chicago Operations Manager**

Posting Date: September 27, 2021
Posting Close Date: October 11, 2021
Salary Range: \$7,083 to \$8,750 Monthly

The final salary determination will be commensurate with experience

POSITION SUMMARY: Subject to the management approval and direction of the Executive Inspector General (EIG), serves as the Chief Fiscal Officer and Chicago Operations Manager. The incumbent is responsible for planning, directing, implementing, and administering all finance functions including: administering an annual budget in excess of \$8 million; working closely with the EIG to manage budget, financial, and compliance issues; preparing annual budget and appropriation requests; and managing expenditures and the budget to meet operational needs. Manages the fiscal year-end close process, ongoing analysis of financial operations, and internal accounting systems and records. Manages administrative operations of the Chicago office, including building maintenance, inventory and supplies, and fleet management.

ESSENTIAL RESPONSIBILITIES:

1. Serves as principal budget and accounting advisor to the EIG and senior management, and performs all assigned duties in a timely manner and within the timeframes (deadlines) set by senior managers or sufficiently prior to the due date so that senior managers have an appropriate amount of time to review the work product.
2. Responsible for timely development, management, and analyses of all matters related to accounting, and management of financial reporting, budget, and appropriations.
3. Responsible for being aware of, tracking and complying with all governing laws, rules, regulations, policies, and mandates relating to financial matters, such as, but not limited to, the State Finance Act, the Procurement Code, the Fiscal Control and Internal Auditing Act so that the OEIG complies with all rules or laws.
4. Identifies cost savings opportunities, prepares cost/benefit analyses and recommendations to senior management, and tracks costs and benefits of recommendations that are implemented.
5. Assists in preparing biennial Illinois Auditor General compliance examination responses relating to all duties and responsibilities.
6. Responsible for mandatory fiscal reporting requirements, including but not limited to the Fiscal Control and Internal Auditing Act (FCIAA), Public Accountability Reporting (PAR), Annual Real Property Utilization Report (ARPUR), travel headquarters report (TA2), annual inventory certification and year-end GAAP reports. Oversees and monitors all compliance examinations, federal financial participation, and contract administration so that the OEIG complies with all rules and laws. Seeks guidance from appropriate external subject matter experts to resolve issues as required.
7. Consistently assesses all OEIG fiscal operations, internal accounting controls, and compliance processes to identify needed changes. Makes written recommendations to the Executive Inspector General and/or General Counsel to improve controls, efficiency, financial reporting, or compliance and reasons or basis for proposed recommendation.

8. Manages all agency expenditures, authorizes payments through the Comptroller's Office, and manages and disburses petty cash. Ensures that all financial transactions are adequately documented and appropriately recorded and that OEIG internal controls are followed.
9. Responsible for procurement of goods and services for the OEIG pursuant to State procurement rules and laws. Files and maintains required documentation in State electronic procurement system. Communicates with State Procurement Officer or Chief Procurement Officer to obtain necessary approvals of procurements.
10. Responsible for administrative operations of Chicago office including managing, identifying, and resolving all issues related to our leased space to ensure the office is run efficiently and without disruption.
11. Manages the procurement and inventory of office supplies and equipment, including: the development and maintenance of property records; the temporary assignment and tracking of shared usage assets, such as cameras, recorders, projectors, communications devices, etc.; and implementation of property control instructions, practices, and policies.
12. Manages the fleet of agency vehicles by supervising the agency's Vehicle Coordinator(s), thus ensuring the agency's Vehicle Use Policy is followed. That supervision includes ensuring that vehicles are serviced, vehicle use records are maintained, and required reporting filed.
13. Manages assigned subordinate staff to achieve optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments. Evaluates the progress and ensures development of subordinate staff through training, guidance and mentoring. Ensures timely compliance of all personnel policy matters, including but not limited to Daily Time Reports, attendance records, training initiatives, and professional development. Prepares performance evaluations of subordinates and provides feedback on performance. Facilitates hiring, performance evaluations, professional development, and disciplinary actions for all subordinate staff.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Executive Inspector General

SUBORDINATE POSITIONS: Accounting Specialist, Accounting Clerk, and Administrative Assistant.

MINIMUM REQUIREMENTS:

- bachelor's degree in finance, accounting, business, or a related area of study;
- prior progressive supervisory experience in finance, accounting, office/budget management, or related area;
- advanced knowledge of or experience with accounting and fiscal management standards (e.g., GAAP), techniques, practices, and principles;
- knowledge or experience with state and federal laws, rules, regulations, and policies relating to financial accounting;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, Project, and PowerPoint) and Internet applications;
- ability to communicate clearly and concisely, orally and in writing, particularly with respect to the communication of fiscal concepts to management;
- strong organizational skills and project management skills;
- ability to work independently to identify and appropriately resolve financial and operational issues, and make sound and timely decisions;

- high ethical standards; and
- ability to travel, including overnight.

PREFERRED QUALIFICATIONS:

- Certified Public Accountant;
- experience as a Chief Financial or Administrative Officer;
- experience with Enterprise Resource Planning systems; and
- experience with State procurement processes.

JOB STATUS: Full-time, FLSA exempt. This position is exempt from provisions of the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.