

## Champaign County Job Description

**Job Title:** Finance Specialist  
**Department:** County Executive's Office  
**Reports to:** Finance Manager  
**FLSA Status:** Non-Exempt  
**Grade Range:** G  
**Bargaining Unit:** ASCME General Unit  
**Prepared Date:** April 2026

**SUMMARY** - Provides technical support and assistance on all accounts payable, the audit and other related financial tasks of the County.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Prepare for and provide necessary documentation of annual audit.

Facilitate and review daily accounts payable tasks, ensuring financial accuracy and adherence to County purchasing policies and procedures.

Assist with the oversight and management of capital improvement and asset planning, monitoring, budgeting, and tracking.

Support grant management, oversight, and accounting functions including compliance with periodic financial reporting.

Assist with preparation and administration of RFP and RFQ bid processes.

Prepare invoices, budget amendments and transfers.

Provides training to Accounts Payable Clerks and guidance on appropriate process and procedure.

Serve as functional back-up to the Accounts Payable Clerks for processing accounts payable and related tasks.

Serve as the functional back-up to the Payroll Accountant and Insurance Specialist for processing salary, wages, and fringe benefits.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

High degree of proficiency using computer applications such as modern financial, payroll, and human resources software, spreadsheets, databases, publishing, and report writing software.

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Knowledge of modern governmental programs and practices including accounting, budget, finance, payroll, purchasing, risk management, information systems and facilities management.

Paramount attention to detail, initiative, and ability to work independently with minimal supervision.

Strong verbal and written communication and collaboration skills.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree with a major in accounting, finance, public or business administration from an accredited four-year college or university and at least three years of practical government or business experience in finance, budgeting, payroll and employee benefits, or equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.

### **PHYSICAL DEMANDS**

This position requires activities such as sitting, walking, standing, bending, stooping, climbing stairs, lifting, moving, and carrying light objects, operating office equipment, and driving an automobile.

### **WORK ENVIRONMENT**

The work is performed primarily in an office environment and involves exposure to normal, everyday risks that require normal safety precautions typical of offices.