

# Champaign County Job Description

**Job Title:** Chief Deputy Auditor

**Department:** County Auditor

**Reports To:** County Auditor

**FLSA Status:** Exempt

**Employment Status:** Non-Bargaining

**Pay Grade:** L\*

**Prepared Date:** February 2023

## Summary

Professional accountant in charge of the County's accounting and financial reporting. Manages the department in the absence of the County Auditor.

## Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Designs, oversees, and maintains the centralized accounting system covering all departments of County government.
- Audits departmental accounting data, applies accounting principles to transactions, identifies and corrects errors, and recommends revisions to departmental accounting procedures.
- Designs and monitors internal control system for all County departments to safeguard assets.
- Monitors, interprets, and applies evolving professional standards to ensure the County's compliance with Generally Accepted Accounting Principles (GAAP) and Government Accepted Auditing Standard (GAAS).
- Answers accounting/auditing questions and resolves issues present by the staff accountants in the County's Auditor's Office and by other County department personnel including, but not limited to, the Regional Planning Commission's Chief Operating Officer, the County Treasurer, and the County Administrator.
- Produce monthly financial statements that include monthly departmental reconciliations and necessary tie-outs to State funding.
- Prepare the County's comprehensive Annual Financial Report in accordance with GAAP and GAAS.
  - Makes all accounting and auditing decisions as needed during this process.

- Initiates communications with the external auditors for the sake of timely issuance.
- Complies with other financial reporting requirements set by state law and federal regulations, which includes submission of Federal Audit Clearinghouse, Grant Accountability and Transparency Act (GATA), and State Comptroller reports.
- Performs special accounting analyses as needed, such as:
  - Cost allocation plans.
  - Cost comparison studies.
  - Debt issuance/retirement projections.
  - Others as assigned.

## Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. All personnel decisions are made jointly with the County Auditor. Responsibilities include:

- Supervises four staff accountants in the County's Auditor's Office.
- Training employees.
- Planning, assigning, and directing work.
- Appraising performance.
- Addressing policy and procedural issues.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Education and Experience

- Bachelor's degree in accounting with at least the classes that satisfy Certified Public Accountant (CPA) eligibility.
- At least three (3) years of public accounting experience with two (2) years in Audit, in the sectors of government or nonprofit a plus.
- CPA designation at time of hire or within one (1) year of hire.

### Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.

### Computer Skills

- Strong proficiency in the use of Microsoft Excel and the interoperability of the Office suite.

### Certificates, Licenses, Registrations

- Certified Public Accountant licensed in Illinois.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to:

- Stand.
- Walk.
- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Sit.
- Climb or balance.
- Stoop, kneel, or crouch.
- Crawl.
- Lift and/or move up to thirty-five (35) pounds.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Color vision.
- Depth perception.
- Ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- Normal office conditions.
- The noise level is moderate from the office machines.

## Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.