

Champaign County Job Description

Job Title: County Auditor

Department: County Auditor

Reports To: ELECTED POSITION

FLSA Status: Exempt

Employment Status: Non-Bargaining

Prepared Date: April 2004

Summary

Directs the activities of the Auditor's office responsible for accounting services including accounts payable, preparation of payroll checks, maintaining records on inventory/fixed assets, and other accounting activities for the County. Monitors accounting records to determine financial status to approved budgets and to meet State and Federal requirements. Maintains financial records concerning the County's financial health.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Responsible for the review of data regarding accounts payable payments and the preparation of checks or financial transfers.
 - Monitors and prepares reports on County budget expense.
 - Responsible for the preparation of payroll checks.
 - Responsible for maintaining cash receipts.
- Responsible for the review of computer-generated data to determine if approved accounting procedure and accuracy was followed in recording transactions.
- Responsible for the review of line-item ledger entries for cash and check payments, purchases, expenses, miscellaneous charges, and trial balances.
- Monitors financial activity of special projects and application of State and Federal reporting and allocation.
- Prepares reports for the County Board concerning scope of audit, County government financial conditions, and source and application of funds.
- Responsible for maintaining inventory/fixed assets record of County property including items with a value exceeding \$500.00.
- Makes recommendations regarding improving operations and financial position of the County.
- Work with independent auditing firm to verify County financial operations.
- Establishes guidelines for discovering and preventing fraud.

- Establishes and maintains relationships with the general public.
- Maintains Human Resources confidential files for department employees.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include:

- Manages two subordinate supervisors.
 - Accounting Manager.
 - Accountant – Payroll.
- Interviewing, hiring, training, appraising performance, rewarding, and disciplining employees.
- Planning, assigning, and directing work.
- Addressing complaints and resolving problems.

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

- Experience in accounting and finance is preferred.

Language Skills

- Ability to read, analyze, and interpret financial data.
- Understand technical procedures and governmental regulations.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from managers, employees, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Draw and interpret bar graphs.

Reasoning Ability

- Ability to apply common sense understanding and to carry out instructions furnished in writing and orally.
- Ability to deal with problems involving multiple variables in standardized situations.
- Must be able to present complex data and speak effectively before groups of citizens or employees.

Certificates, Licenses, Registrations

As required.

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.

Specific vision abilities required by this job include:

- Close vision.

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 in the work environment is usually quiet.

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.