

Champaign County Job Description

Job Title: Auditor

Department: Auditor

Reports To: ELECTED POSITION

FLSA Status: Exempt

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.

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

Responsible for the review of data regarding accounts payable payments, 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.

Works 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 Manages two subordinate supervisors, Accounting Manager and Accountant-Payroll. Is responsible for the overall direction, co-ordination, and evaluation of the Auditor's Office. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform or direct others in each primary duty. The requirements are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Prefer experience in accounting and finance.

LANGUAGE SKILLS Ability to read, analyze, and interpret financial data, understand technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure 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 and to 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 primary 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 the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.