

## Champaign County Job Description

**Job Title:** Highway Projects/Motor Fuel Tax Accountant

**Department:** Highway

**Reports To:** County Engineer

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** March, 2015

**SUMMARY** Under direction of the County Engineer, estimates and establishes the annual Motor Fuel Tax program for the County and the Township Road Districts. Maintains and operates the computerized accounting and record keeping system with a Budget amount of \$2,500,000 annually for the County and \$2,500,000 for the Township Road Districts.

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

Responsible for the preparation of proposals and estimates in accordance with the Illinois Department of Transportation (IDOT) policies and procedures; prepares notice to bidders, acceptance of proposals, reviews billings and report preparation; computes road district billings for materials, supplies and services.

Estimates the amount of Motor Fuel Tax (MFT) monies available for each of the 28 Road Districts and meets with the District Road Commissioners to determine the amount and type of materials necessary for their MFT program.

After approval by the Illinois Department of Transportation, sets up lettings for MFT materials, striping, seal coat oil and any MFT projects bid by the County or any of the Township Road Districts. Obtains estimates and prepares acceptance awards for all materials let and approved by IDOT; assembles and maintains files for all 28 Road Districts, including materials used, under the MFT program; computes and checks all tickets for materials used by the road districts and the county and adjusts for overage, billing the road districts as necessary. Prepares billing for engineering fees for each of the 28 Road Districts.

Prepares forms requesting funds from IDOT for MFT road and bridge projects and prepares final reports for MFT road and bridge projects for IDOT and County Board.

Verifies pay estimates from the engineers for county MFT construction; prepares payment bills to road districts for their portion. Maintains the records on the hours in use of county township equipment rentals and the dates of use; submits equipment rental bills through IDOT.

Prepares monthly payments for materials ordered by the road districts, and deposits payments with the County Treasurer.

Provides IDOT with all relevant information pertaining to the MFT program; maintains information and prepares the annual engineering report on MFT taxes paid to the County Highway Department for the County Board.

Based on MFT funds allowed, obtains the most material and supplies possible and obtains inspection reports on these materials.

Interprets how MFT monies can be allotted, the manner to be spent and explains these guidelines to all concerned parties. Record keeping of Illinois Department of Transportation (IDOT) funds must meet with approval of the State Auditor.

Maintains contacts with State and County Auditor's Office, County Treasurer's Office, Road District Commissioners and IDOT.

Accurately maintains a variety of logs and files, including but not limited to; accident reports, Road District monthly reports, vehicle maintenance, resolutions, permits and jurisdictional transfers.

Communicates with permit applicants, prepares permits for the County Engineer's final approval and ensures proper permits are obtained when possible.

Processes JULIE dig requests for various jobs of the maintenance workers.

Communicates necessary press releases with the media.

Receives and screens office calls and correspondence, responds to routine telephone inquiries; forwards calls to appropriate party.

Receives, date stamps and distributes incoming mail.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities.

**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/or EXPERIENCE** Associate's degree (A.A.) or equivalent from a two-year college or technical school with courses in business and accounting; knowledge of MFT policies and procedures established by the Illinois Department of Transportation; two (2) years of computer experience, including all aspects performing Microsoft Word and Excel functions and operations, or an acceptable equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read and interpret documents such as spread and balance sheets, invoices, correspondence. Ability to write routine reports and correspondence. Ability to communicate with governmental officials and employees of the organization.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Usually, normal office working conditions. The noise level in the work environment is usually quiet.

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